OMB No. 0990-0115

Electronic Request for Proposal

SECTION A – SOLICITATION/CONTRACT FORM

OFFERORS ARE RESPONSIBLE FOR ROUTINELY CHECKING THE CMB WEBSITE http://www.niaid.nih.gov/contract/default.htm FOR ANY POSSIBLE SOLICITATION AMENDMENTS THAT MAY BE ISSUED. THIS OFFICE WILL PROVIDE NO ADDITIONAL NOTIFICATION OF ANY AMENDMENTS.

Purchase Authority: Public Law 92-218, as amended.
NOTE: The issuance of this solicitation does not commit the government to an award.

RFP Number:	***Just In Time:***	Small Bus. Set-Aside [ ]Yes [X]No 8(a) Set-Aside [ ]Yes [X]No NAICS Code: 54171 Size Standard: 500 employees	***Level of Effort:*** [ ] Yes [X] No ***Total Effort:*** [N/A]
NIH-NIAID-DAIDS-03-21	[ ] Yes [X] No		

TITLE: Pharmacokinetics & Pharmacodynamics of Antimicrobials in Animal Models

Issue Date: **September 30, 2002**	***Due Date: January 22, 2003*** ***Time:* 4:00 PM, EST**	***Technical Proposal Page Limits:*** [X] Yes *(see "How to Prepare and Submit Electronic Proposals")* [ ] No

ISSUED BY:
Paul D. McFarlane
Contracting Officer
Contract Management Branch, DEA
NIH, NIAID
6700-B Rockledge Drive
Room 2230, MSC 7612
Bethesda, MD 20892-7612

[X] ***We reserve the right to make awards without discussion.***

NO. OF AWARDS:	***PERIOD OF PERFORMANCE:***
[X] Only 1 Award [ ] Multiple Awards	7 years beginning on or about 09/12/2003

Offers will be valid for 120 days unless a different period is specified by the Offeror on the form entitled "Proposal Summary and Data Record, NIH-2043" (See SECTION J - Attachments)

The Official Point of Receipt for the purpose of determining timely delivery is the Contract Management Branch as stated above. The paper copy with original signatures is the official copy for recording timely receipt. If the paper copy of your proposal is not received by the Contracting Officer or Designee at the place and time specified, then it will be considered late and handled in accordance with HHSAR 352.215-70 entitled "Late Proposals and Revisions" located in this Solicitation. FACSIMILE SUBMISSION OF PROPOSALS IS NOT ACCEPTABLE.

POINT OF CONTACT **-- Yvette Brown** ***--COLLECT CALLS WILL NOT BE ACCEPTED--***

Telephone: ***Direct*** **301-496-0612** ***Main*** **301-496-0612**	***Fax*** **301-402-0972**	***E-Mail*** **YBrown@niaid.nih.gov**

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BACKGROUND / STATEMENT OF WORK / NOTES TO OFFERORS

Pharmacokinetics and Pharmacodynamics of Antimicrobials in Animal Models
(RFC)-NIH-NIAID-DAIDS-03-21

The purpose of this contract is to support the National Institute of Allergy and Infectious Diseases (NIAID) in its mission to stimulate research towards discovery of improved therapies for tuberculosis, an important disease of global proportions and an infection associated with the acquired immunodeficiency syndrome (AIDS), an increasing health risk to the world's population. The rising incidence of tuberculosis, particularly in conjunction with the spread of human immunodeficiency virus (HIV), has contributed to serious public health concerns. The emergence of multidrug resistant tuberculosis has produced sizable medical challenges to the treatment and containment of infectious tuberculosis in the face of limited chemotherapeutic options.

Active discovery and development efforts for anti-tuberculosis drugs within the pharmaceutical industry essentially ceased in the 1960's with declining case surveillance and treatment infrastructure. In order to facilitate the development of improved drugs for the treatment of tuberculosis, and particularly multidrug resistant tuberculosis, the NIAID requires the directed evaluation of selected novel synthetic and pure natural product compounds as potential tuberculosis antimicrobials. It is envisioned that compounds will be submitted under confidentiality agreements by pharmaceutical houses or research institutions in exchange for microbiological information on the relative potency of their compounds against *Mycobacterium tuberculosis*. The goal of this effort will be to encourage the rapid and efficient exploration of new classes of compounds for development as potential anti-tuberculosis agents.

This contract will support the Division of Microbiology and Infectious Diseases and the Division of AIDS in drug development programs and will include the discovery and development of new therapies to treat tuberculosis. The availability of this Contract will allow the NIAID to provide critical support for investigator-initiated drug discovery, to stimulate private sector sponsorship of new drugs, to perform comparison (or confirmatory) studies from different sponsors, and to provide information for selection of antimicrobial drug candidates for design of clinical studies.

This contract will serve as the central facility for evaluation of novel compounds for physical, pharmacokinetic, and pharmacodynamic properties. Four or more other contracts will provide the laboratory facilities for acquisition and shipping of new chemical entities, information management, microbiological tuberculosis screening and animal efficacy testing, respectively. The successful contractor will be required to interact and share reagents with these laboratories.

Because of the critical public health need to rapidly identify and develop new candidate drugs to combat tuberculosis, the highly technical nature of the work required, and the numerous physiological and microbiological assays producing critical information, close coordination of the Contractor's efforts by the Project Officer will be necessary. At the present time, NIAID has tuberculosis drug testing facilities with the following contractors/agencies:

Southern Research Institute
Tuberculosis Antimicrobial Acquisition and Coordinating Facility
N01-AI-95364

National Hansen's Disease Programs (DHHS Interagency Agreement)
Tuberculosis Drug Screening
Y1-AI-2004-01

Southern Research Institute
Tuberculosis Drug Screening – High Throughput Assays
N01-AI-15449

Colorado State University
Animal Model Testing of Tuberculosis Drugs
N01-AI-95385

Tuberculosis Technology Transfer
Research Triangle Institute
N01-AI-95384

This RFP solicits for an additional contractor to the drug development program that will provide assistance to the Government for the appropriate evaluation of lead compounds in animals. It is anticipated that new chemical entities (compounds) in milligram quantities will be submitted to the Tuberculosis Acquisition and Coordinating Facility (TAACF) by third party suppliers such as academic chemistry laboratories, biotechnology companies, pharmaceutical companies, etc. These compounds will be evaluated for antimicrobial activity at one of the screening laboratories, and if appropriately active and nontoxic toward mammalian cells, the compounds may advance for animal model screening. Usually only small quantities of the compounds are available for testing and often nothing is known about their pharmacological properties. More information on the NIAID Tuberculosis Drug Screening program is available at the following Internet sites: www.newtbrx.org and www.taacf.org

In order to choose appropriate dosages and routes of administration for efficacy screening in animal models, the contract resulting from this RFP will first screen compounds for oral bioavailability in mice using sensitive mass spectroscopy to detect the presence of the compound in mouse plasma and possibly estimate the area under the curve (AUC) pharmacokinetic parameter. The contractor will provide a standard formulation and dosing suggestions to the mouse efficacy testing laboratory, and further characterize the physical properties of the compound assuming adequate quantities are available. If the critical test in an infected mouse model shows promise of efficacy, the compound may advance to being a candidate therapeutic agent and full pharmacokinetic and pharmacodynamic properties will be determined. Cooperation and information exchange among all the contractors involved in the drug development program will be paramount to advancing new antimicrobials forward in the development process.

It is anticipated that one contract will be awarded, dependent on availability of funds.

Statement of Work
Pharmacokinetics and Pharmacodynamics of Antimicrobials in Animal Models
(RFC)-NIH-NIAID-DAIDS-03-21

Independently, and not as an agent of the Government, the Contractor shall furnish all the necessary services, qualified personnel, material, equipment, strains of microorganisms, test animals, and facilities not otherwise provided by the Government as needed to perform the Work Statement below.

Specifically, the Contractor shall:

1. Receive and Prepare Samples - Determine Basic Physical Characteristics:
   Receive approximately 50 new chemical entities (compounds) from the Acquisition Contractor or Project Officer per year. For these determinations, the Offeror should assume that only small quantities ($\leq$ 50 mg) of each compound would be available. **See Note 1 to Offeror.**

   a. Store and record compounds. Develop and maintain efficient, effective procedures for documentation of receipt of compound shipments from the Acquisition Contractor or the Project Officer. Provide for a computerized inventory of compound identifiers, amounts available, and storage locations.

   b. Archive a small sample of each compound from each lot. An accurate estimate of the total amount of each agent required for all of the assays must be communicated to the Project Officer prior to the performance of the tests. (See also Reporting Requirements.)

   c. Determine the solubility and partition coefficients of the compounds provided in solvents. Determine the logP value for each of the compounds based on the data obtained.

   d. Prepare formulations of the compounds for in vivo testing in laboratory animals (e.g. aqueous, methylcellulose, cyclodextrin, or organic solvents) based on solubility data. **See Note 2 to Offeror.**

   e. Accurately prepare standard doses of the compounds for pharmacokinetic and pharmacodynamics (PK/PD) testing in mice. Routes of administration, e.g. po, iv, ip, and im will be established based on compound characteristics. At the direction of the Project Officer, provide similarly prepared compounds and instructions to other laboratories that will perform in vivo efficacy determinations using mice infected with virulent organisms. **See Note 3 to Offeror.**

2. Perform Screening Assessments of Bioavailability in Mice:
   Using a murine model, estimate achievable plasma levels following oral administration of approximately 50 new chemical entities (compounds) per year **See Note 1 to Offeror.** Determine an estimate of the area under the curve (AUC) for the purposes of ranking compounds with favorable profiles and for estimating dose ranges for antibiotic efficacy determination in mice. **See Note 4 to Offeror.**

3. Determine Pharmacokinetic and Detailed Bioavailability Measurements on Selected Candidate Therapeutic Agents:
   Perform pharmacokinetic and bioavailability assays on approximately 20 candidate therapeutic agents (compounds) per year utilizing primarily murine models as well as other animal models (e.g. rats or other rodents) as agreed upon with the Project Officer. Detailed protocols for each of the studies below, a through c, must be submitted to the P.O. for approval prior to initiating the study.

   a. Develop and validate appropriate analytical methodologies that are sufficiently sensitive to allow measurement and quantification of compounds and metabolites in body fluids and/or tissues of animals. Using these methodologies, use the data to determine appropriate pharmacokinetic parameters (e.g. half-life, volume of distribution, area under the curve, clearance, etc), perform one or multi-compartment analysis, and prepare reports and interpretations for the Project Officer. **See Note 5 to Offeror.**

   b. In vitro, determine induction or inhibition of P450 and/or other enzymes in murine and/or human enzyme systems in order to assist in the prediction of potential drug interactions.

   c. Develop and validate in vivo methodologies to test potential drug interactions of the compounds with a panel of specific drugs (e.g. rifamycin, protease inhibitors, erythromycin, and other antibiotics) to be approved by the Project Officer. **See Note 6 to Offeror.**

4. Perform Pharmacodynamic Assays on the Candidate Therapeutic Agents (compounds).

    a. Test fluids and/or tissues from various compartments obtained from mice dosed over a range of concentrations for the ability to kill or inhibit the growth of microorganisms including, but not limited to: *Mycobacterium* species (e.g. BCG, or other rapid growing species), *Staphylococcus aureus*, or *Streptococcus* species. Approximately 20 of the compounds per year will be tested. **See Note 5 to Offeror.**

    b. Determine the minimal inhibitory concentration (MIC), in vitro, of the compounds for the organisms mentioned in 4.a. **See Note 5 to Offeror.**

5. Pharmacodynamic Studies with Virulent Organisms:
Perform similar pharmacodynamic studies on animals infected with virulent Biosafety Level-3 organisms such as *Mycobacterium tuberculosis* H37Rv or Erdman strain. Detailed protocols and estimated costs must be provided to the Project Officer for approval before initiating studies with virulent organisms. **See Note 7 to Offeror.**

6. Improve, standardize, and adopt new assays, as approved by the Project Officer, for determining the distribution and bioavailability and pharmacodynamics of the compounds in animal models. **See Note 6 to Offeror.**

7. Provide safe and adequate facilities and resources. **See Note 8 to Offeror.**

    a. Conduct work in accordance with the clause under "Safety Controls and Standards" which is attached to this contract.

    b. Conduct work for this contract under Biosafety Level 3 guidelines when appropriate and in accordance with all applicable Federal, state and local laws, codes, ordinances, and regulations, and with basic references and related modifications.

    c. Provide facilities and equipment to receive, store, and manipulate infectious *M. tuberculosis* and potentially hazardous compounds and maintain their stability.

    d. Provide protective garments, equipment, and sufficient monitoring to assure safe handling of potentially hazardous microorganisms and materials. Specifically, the Contractor shall comply with all applicable health and safety regulations while conducting the work set forth herein.

    e. Assure that no identifiable data on the compounds or products and the results of testing be kept in files open to the public, and that facilities for computer operation, data entry, and file storage are secure from unauthorized access. Only those contract employees directly engaged in this project shall have access to the files of information regarding source and nature of confidential or proprietary materials and results of testing.

8. Reports and Meetings with the Project Officer:
Provide reports to the Project Officer as described in the Reporting Requirements section of this contract and to meet with the Project Officer as described below.

    a. Report data generated under this contract to the Project Officer in the form of progress reports as described in the contract Reporting Requirements (written reports and computer files).

    b. To facilitate timely transmission of data and information, the Contractor shall establish and maintain an efficient data management system and electronic communication (electronic email) with the Project Officer's office, with the Tuberculosis Antimicrobial Acquisition and Coordinating Facility (TAACF), and with other laboratories with whom the Contractor is directed to collaborate.

    c. The Contractor's Principal Investigator, or their designee, and selected key personnel shall meet with the Project Officer at periodic intervals, to be scheduled after contract award. The Principle Investigator, or their designee, and selected key personnel (2 people for 2 days) must meet with the Project Officer at least three times a year in Bethesda, MD, to review progress, anticipated or existing problems, and discuss the work to be performed.

d. At the direction of the Project Officer, the Principle Investigator and at least one other of the Contractor's key personnel must attend and present information at one NIAID-sponsored meeting per year, on the compounds analyzed under the contract. **See Note 9 to Offeror.**

9. Maintain Confidentiality of Data.
The Contractor shall be bound by the same terms as the Government with respect to the confidential and proprietary nature of information provided by contributing suppliers. The Contractor shall provide advance copies of draft manuscripts for publication (including abstracts and public presentations) based on data generated under this contract to the Project Officer, and obtain clearance before submitting for publication or presentation. Support from the Government must be acknowledged in all abstracts, presentations, and publications. A copy of a Sample Screening Agreement is provided for the contractor's information. See Attachment A of the RFP. **See Note 10 to Offeror.**

10. Ensure an Orderly Transition to a Successor Contractor.
By the end of the sixth year of this contract or as otherwise directed by the Contracting Officer and the NIAID Project Officer, the Contractor shall have developed and submitted procedures for an orderly transition of data and samples to a subsequent Contractor or to the Government, subject to Project Officer approval. The Contractor shall deliver, if requested by the Project Officer and by the expiration date of the contract, the following items: original data and any necessary information related thereto, an inventory of all remaining compound samples, all remaining compounds and formulations, a Final Report as described in the Reporting Requirements section of this contract, and any Government-furnished property, if applicable.

Notes To Offerors
Pharmacokinetics and Pharmacodynamics of Antimicrobials in Animal Models
(RFC)-NIH-NIAID-DAIDS-03-21

NOTE 1 TO OFFEROR: The main purpose of this project is the performance of bioavailability and pharmacodynamic measurements of small molecule (<500 MW) candidate therapeutic agents (compounds) in a murine model. Usually only small quantities of the compounds are available for testing and often nothing is known about their pharmacological properties. In order to choose appropriate dosages and routes of administration for efficacy screening in animal models, a contract resulting from this RFP will first screen compounds for oral bioavailability in mice using sensitive mass spectroscopy (MS) to detect the presence of the compound in mouse plasma and possibly estimate the area under the curve (AUC) pharmacokinetic parameter. The Contractor will provide a standard formulation and dosing suggestions to the mouse efficacy-testing laboratory, and further characterize the physical properties of the compound assuming adequate quantities are available. If the critical test in an infected mouse model shows promise of efficacy, the compound may advance to being a candidate therapeutic agent and full pharmacokinetic and pharmacodynamic properties will be determined. It is estimated that there may be 20 such compounds per year.

NOTE 2 TO OFFEROR: For *Mycobacterium tuberculosis* in vivo testing, most compounds will be given orally. However, since other target organisms (e.g. *Staphylococcus species*, *Streptococcus species*) will be tested as well, it may be necessary to develop therapeutic agents administered by other routes. Therefore, while the standard route of administration to consider for this project is per oral it may be necessary to accurately prepare standard doses of the compounds for pharmacokinetic and pharmacodynamics (PK/PD) testing taking into consideration several routes of administration, e.g., po, iv, im, and ip.

NOTE 3 TO OFFEROR: For the purposes of preparing a proposal budget, shipping costs for prepared compounds to one or several other laboratories should be taken into consideration. The shipping rate of compounds to testing laboratories shall be approximately 5 per month or a rate agreed upon by the Contractor, the Project Officer, and the tuberculosis animal model screening laboratory so as to provide a steady supply to accommodate the work load of the testing laboratories. For purposes of preparing a cost proposal, Offerors shall assume that the primary animal screening laboratory is located in Fort Collins, Colorado, and that 5 compounds per month will be shipped to that laboratory. These shipments are anticipated to be standardized aliquots in clear containers packaged for maintaining stability. Offerors shall be responsible for ensuring compliance with all appropriate Federal and local shipping regulations.

NOTE 4 TO OFFEROR: In order to perform bioavailability assessments in vivo in a murine model the Contractor should have the following capabilities: (1) expertise in small animal procedures (e.g. oral gavage, tail vein injections, multiple-small-volume blood collection over a short time period, (2) HPLC-tandem MS/MS analysis (3) ability to conduct "cassette dosing" or "N in 1" pharmacokinetic studies; a technique that involves simultaneous in vivo administration of multiple (up to approximately 20) compounds in conjunction with HPLC-tandem MS/MS analysis.

NOTE 5 TO OFFEROR: Offerors shall include a detailed sample protocol with descriptions of methodologies to be used and provide samples of final data presentations including graphs and tables. For the purposes of preparing a budget, software to be used for determining pharmacokinetic parameters and compartmental analysis will not be provided by the Government.

NOTE 6 TO OFFEROR: If, and when, approved by the Project Officer, characterization and/or modification of proposed assays will be done in place of standard bioavailability and pharmacodynamic assays. Because the Government does not know if or what modifications are likely to be needed, this section should not be included as part of the business proposal. It is expected that any necessary modifications of the bioavailability and pharmacodynamic assays will not increase the negotiated contract cost, but that existing resources will be redirected to accomplish this task. The Offeror should include documentation of qualifications, expertise, and ability to modify bioavailability and pharmacodynamic assays or develop new assays for bioavailability and pharmacodynamic determinations.

NOTE 7 TO OFFEROR: At the present time the Government does not know the number or types of assays required. It is anticipated that some studies particularly each study involving virulent microorganisms, may be subcontracted to laboratories with appropriate facilities. Offers will be evaluated on their plans proposing sufficiently qualified subcontractors and protocols. Cost estimates for each of these studies must be included in the proposal and must be provided to the Project Officer prior to initiating the studies. For purposes of preparing a proposal, assume that each study will consist of groups of mice infected with virulent strains of *Mycobacterium tuberculosis* (*M. tb*), 10 mice per group. One group would serve as untreated controls (a negative control group) and another group would serve as treated controls with a standard therapy known to be efficacious (a positive control group). Four other groups would receive a treatment regime consisting of supplied candidate therapeutic agents (compounds), prepared in an appropriate vehicle for oral administration.

Pharmacodynamics would be assessed by the reduction or elimination of *M. tb* from tissue obtained from the infected mice over time. In addition, fluids or tissues obtained from uninfected mice that have been dosed with compounds will be tested for their ability to kill or inhibit the growth of virulent strains of *M. tb* in vitro. Pharmacodynamics will also be assessed by the in vitro inhibition of growth of *M. tb* treated with fluid or tissue preparations from mice dosed with compounds.

NOTE 8 TO OFFEROR: For the purposes of preparing a proposal, Offerors must include descriptions and floor plans of the facilities to be dedicated to this project, and identify major equipment available and dedicated to this project.

NOTE 9 TO OFFEROR: For purposes of proposal preparation, offerors should budget the Principal Investigator and one other key staff person attending an annual programmatic meeting of all contractors involved in the TB Drug Development efforts in Bethesda, MD.

NOTE 10 TO OFFEROR: PLANNED DEVIATIONS TO REQUIRED GENERAL CONTRACT CLAUSES FAR 52.227-11 AND FAR 52.227-14

The planned contract represents a segment of the Therapeutics Research Program within the Division of Acquired Immunodeficiency Syndrome (DAIDS) and of the Division of Microbiology and Infectious Diseases (DMID), NIAID. This project complements and supports efforts in antimicrobial drug discovery and development that are an integral element of NIAID's mission to further basic research in the control and prevention of infectious diseases to result in the development of improved drug candidates for use as antimicrobials. This project is intended to provide pharmacokinetic and pharmacodynamic resources to the research community to facilitate advancement of potential antimicrobial substances into putative candidates for novel preventative and therapeutic strategies. This project seeks to obtain data on the absorption, distribution, metabolism, elimination, and effectiveness of new chemical entities in animals, allowing the compilation of biological information critical to further drug development. The ability to assess the antimicrobial properties of substances in a relatively short time frame would allow investigators to further develop these substances as drug candidates. By providing information on antimicrobial properties developed under these contracts to suppliers of test substances, the NIAID seeks to stimulate research and development in all sectors of the antimicrobial scientific community.

Because the goal of this NIAID antimicrobial screening program is to promote the determination of critical biological information for further development of promising compounds, it is necessary to restrict certain rights of contractors providing testing, to attract a broader range of promising compositions and suppliers and to enable suppliers or NIAID to offer compilations of information unencumbered by potential intellectual property claims to third parties for commercialization. It is anticipated that the great majority of substances submitted to the NIAID for testing will be proprietary in nature. In addition to the need to protect suppliers' proprietary rights, it is also necessary to assure protected and consolidated intellectual property rights as compounds progress through testing under multiple contracts within this NIAID program.

Thus, the NIAID plans to seek a deviation from FAR clause 52.227-11, Patent Rights-Retention by the Contractor (Short Form) (June 1989). Pursuant to a Determination of Exceptional Circumstances (DEC) as required by FAR 27.303, the NIAID plans to modify clause at FAR 52.227-11, Patent Rights-Retention by the Contractor (Short Form) (June 1989) to restrict the contractor's rights to subject inventions arising under the contract. Specifically, the contractor will be required to assign to the Government or, if deemed appropriate by the NIAID and subject to certain rights reserved to the Government, to a collaborating party designated by the Government the entire right, title and interest throughout the world to each subject invention, except to the extent that rights are retained by the Contractor under the Greater Rights Determination provision of the clause. The contractor may request greater rights to an identified invention, and the NIH will consider whether granting the requested rights will interfere with rights of the Government or any collaborating party or otherwise impede the ability of the Government or others to develop new candidates for therapies, disease prevention and diagnosis as well as potential enabling technologies that may result from data ensuing from evaluations performed under this contract useful for antimicrobial discovery and development. Contractors are encouraged to request greater rights where inventions relate to technology outside NIAID's program and where the contractor has negotiated with a supplier of a proprietary composition for the disposition of patent rights concerning a subject invention related to the composition.

Furthermore, the timing of data publication will need to be restricted to allow adequate time for patent applications to be filed on inventions arising from the contracts. This would be accomplished by a deviation from FAR clause 52.227-14, Rights in Data-General (June 1987). Specifically, although NIAID encourages the publication of articles on research results, FAR 52.227-14 Rights in Data-General (June 1987) will be narrowly modified to restrict the Contractor's right to use, release to others, reproduce, distribute, and publish data produced or used by the contractor in the performance of this contractor allow adequate time for the filing of patent applications and to protect data that will be submitted as part of a regulatory filing. NIAID will reserve the right to coordinate the timing of data publication so that appropriate domestic and international invention applications may be filed as appropriate.

Because these clause deviations are not yet approved, their text is not available for publication. However, it is NIAID's intention that the finalized versions of the deviated FAR clauses will be available before award of any contract resulting from this initiative. Instead, the aforementioned description of how these clause deviations will be practiced under the resultant contract is provided. Potential Offerors are afforded an opportunity to comment on their understanding of what NIAID is planning and to identify what impact these deviations may have on their conduct of the work should they be awarded a contract. Responses should be provided, in writing, to the Point of Contact for this RFP. See the bottom of the front page of this RFP for this individual's name and contact information. Comments should be provided within 30 days of the issue date of this RFP. Thereafter, NIAID will consider this input and determine whether alternative courses of action may be necessary. Decisions regarding these deviations will be made in consideration of the success of this NIAID requirement.

Reporting Requirements
Pharmacokinetics and Pharmacodynamics of Antimicrobials in Animal Models
(RFC) NIH-NIAID-DAIDS-03-21

This contract, the Tuberculosis Antimicrobial Acquisition and Coordinating Facility (TAACF) contract, the Animal Model Testing of TB Drugs laboratory contract, and the Project Officer will require a high degree of interaction, cooperation, and communication. In order to facilitate timely transmission of data and information, the Contractor shall establish and maintain an efficient data management system and electronic mail (email) communications between the TAACF, the Animal Model Testing of TB Drugs laboratory, other contracting agencies as arranged, and the Project Officer.

The Contractor shall submit technical progress reports covering the work accomplished during each reporting period. Distribution of written reports is listed below in F.

A. Interim Progress Reports for the Screening Assessments of Bioavailability in Mice.
The contractor shall submit two paper copies of interim progress reports and one copy on digital magnetic media as computer files in Microsoft Word™ 2000 version 9.0 for Windows and Microsoft Excel™ 2000 version 9.0 for Windows, formats readable using IBM-type personal computer, within 14 calendar days of the completion of each protocol or evaluation conducted under item 1 of the work statement. The Project Officer may approve alternate forms of transmittal of Interim Reports (such as via email as a file attachment). It remains the responsibility of the Contractor to assure receipt by the Project Officer of all reports by the established due dates.

Interim Progress reports shall include the following:

1. Cover page containing:
    a. Contract number and title
    b. Period of performance being reported
    c. Contractor's name and address
    d. Author (s)
    e. Date of submission

2. A table of contents indicating page number for each major section.

3. Background: summary of available information on each new chemical entity (compound) which was considered, chemical structures of the compounds tested, and a brief description of known biological activity.

4. Study protocol design.

5. Report of results and data from the study including tables, graphs, and statistical analyses.

6. Interpretation and brief discussion of data, based on literature and other studies done under contract, and recommendations for further development or testing.

The Contractor shall retain the original data obtained under the contract. The Contractor shall furnish the original data or copies or photographs thereof if requested by the Project Officer.

B. Other Interim Progress Reports.

Interim progress reports, as described under A. above, for Basic Physical Characteristics, Pharmacokinetic and Detailed Bioavailability Assessment, item 3 of the work statement, and for the Pharmacodynamic Assessments, items 4 and 5 of the work statement, shall be submitted within 21 calendar days of the completion of each protocol or evaluation conducted under the work statement. Since High Throughput Screening Assays for Pharmacokinetic and Pharmacodynamic testing have not yet been developed, details concerning the content of the Interim Progress Report cannot be described until the contract is operational. See item 6 of the work statement.

C. Semi-Annual Progress Reports.

The Contractor shall submit three paper copies of a progress report 15 days after the end of the sixth month of the project and at the end of each six-month period thereafter both as written reports AND two copies on digital magnetic media as computer files in Microsoft Word™ 2000 version 9.0 for Windows and Microsoft Excel™ 2000 version 9.0 for Windows, formats readable using IBM-type personal computer. The Project Officer may approve alternate forms of transmittal of Semi-Annual Reports (such as via email as attached files). It remains the responsibility of the Contractor to assure receipt by the indicated government officials listed below of all reports by the established due dates. Reports shall include the following specific information:

1. A cover page:
    a. Contract number and title
    b. Period of performance being reported;
    c. Contractors name and address
    d. Author(s)
    e. Date of submission
    f. Semi-Annual Progress Report number

2. A table of Contents with page numbers for each major section.

3. Section A: A concise, narrative description of the work performed during the reporting period and the anticipated work plan for the following six months.

4. Section B: A chronological listing of evaluations performed during the reporting period (supported by reference to the data contained within the Interim Progress Reports described in A and B), in sufficient detail to identify the protocol employed, significant results, and conclusions. Conclusions from statistical analyses and scientific comparisons of data to previous studies conducted under the contract and to studies in the published literature shall be included in a concise format.

5. Section C: Tables of candidate therapeutic agents (compounds) studied during the reporting period and tables containing cumulative listings of compounds during the entire contract. These should be presented in separate tables and include the route of administration, concentration or doses tested, the variables tested (e.g. solubility, plasma binding, lipid partitioning, interactions with P450 enzymes, etc.), and the date and number of the Interim Progress Report containing the complete data.

6. Section D: A brief discussion of problems encountered, their resolutions or proposed corrective actions, and an explanation of any differences between planned progress and actual progress.

7. Section E: Copies of manuscripts, abstracts, or presentations (published or unpublished) derived from research under the contract during the reporting period, and a cumulative list of publications derived from research under the contract.

Semi-Annual progress reports are not due for periods in which the final report falls due.

D. Final Report.

The Contractor shall submit three paper copies of the final report and two copies on digital magnetic media as computer files, formats readable using IBM-type personal computer, that provides a summary of the work accomplished since the last semi-annual report and the work accomplished during the entire contract period. The final report shall be submitted by the completion date of the contract. A separate semi-annual progress report will not be required for the period when the final report is due. Final reports shall follow the format described above.

E. Other Deliverables:

The Contractor, subject to Project Officer approval, shall deliver to the Government or its designee by the completion date of the contract, the following items (with the exception of item 5) below which shall be delivered by the sixth year or earlier as directed by the Project Officer):

1. Any remaining new chemical entities or candidate therapeutic agent archived or stored.

2. A computer-generated listing of accurate and updated information on compound inventory, including activities of the Contractor, data files, original data and any necessary information related thereto

3. Labeled and inventoried paper files

4. Any other government-owned property

5. The transition plan required in item # 10 of the Work Statement.

F. Technical Reports Distribution.

Copies of the written technical reports shall be submitted as follows:

Deliverable	[o.of 'opies	Addressee/Distribution	Due Dates
Progress Report: Bioavailability	2*	Project Officer, Division of AIDS, NIAID 6700-B Rockledge Drive, MSC 7624 Bethesda, MD 20892-7624	Within 14 calendar days of the completion of each protocol or evaluation conducted under items 1 and 2 of the work statement.
Progress Report: Bioavailability	Original	Contracting Officer, CMB, DEA, NIAID 6700-B Rockledge Drive, MSC 7612 Bethesda, MD 20892-7612	Same as above
Progress Report: Pharmacokinetics and Detailed Bioavailability Data	2*	Project Officer, as above.	Within 21calendar days of the completion of each protocol or evaluation conducted under items 4 and 5 of the work statement.
Progress Report: Pharmacokinetics and Detailed Bioavailability Data	Original	Contracting Officer, as above.	Same as above.
Semi-Annual Progress Report	3*	Project Officer, as above.	To be determined
Semi-Annual Progress Report	Original	Contracting Officer, as above.	To be determined
	3*	Project Officer, as above.	By the completion date.
	Original	Contracting Officer, as above.	By the completion date.

** Plus one copy on 3.5 inch, high density computer diskette or other digital medium approved by the Project Officer.*

G. If the Contractor is unable to deliver the reports specified hereunder within the period of performance because of unforeseen difficulties, notwithstanding the exercise of good faith and diligent efforts in performance of the work, the Contractor shall give the Contracting Officer immediate written notice of anticipated delays with reasons therefore.

PART I - THE SCHEDULE

SECTIONS B - H -- UNIFORM CONTRACT FORMAT - GENERAL

A Sample Uniform Contract Format may be found at the following website:

http://www4.od.nih.gov/ocm/contracts/rfps/sampkt.htm

[Disregard SECTION I and J of this sample. Those SECTIONS have been incorporated as part of this RFP.]

PART II – CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

THE FOLLOWING PAGES CONTAIN A LISTING(S) OF GENERAL CLAUSES WHICH WILL BE APPLICABLE TO MOST CONTRACTS RESULTING FROM THIS RFP. HOWEVER, THE ORGANIZATIONAL STRUCTURE OF THE SUCCESSFUL OFFEROR(S) WILL DETERMINE THE SPECIFIC GENERAL CLAUSES LISTING TO BE CONTAINED IN THE CONTRACT(S) AWARDED FROM THIS RFP.

ARTICLE I.1. GENERAL CLAUSES FOR A COST-REIMBURSEMENT RESEARCH AND DEVELOPMENT CONTRACT – FAR 52.252-2, CLAUSES INCORPORATED BY REFERENCE (FEBRUARY 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this URL: http://www.arnet.gov/far/.

a. FEDERAL ACQUISITION REGULATION (FAR) (48 CHAPTER 1) CLAUSES

FAR Clause No.	Date	Title
52.202-1	Dec 2001	Definitions
52.203-3	Apr 1984	Gratuities (Over $100,000)
52.203-5	Apr 1984	Covenant Against Contingent Fees (Over $100,000)
52.203-6	Jul 1995	Covenant Against Contingent Fees (Over $100,000)
52.203-7	Jul 1995	Anti-Kickback Procedures (Over $100,000)
52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over $100,000)
52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over $100,000)
52.203-12	Jun 1997	Limitation on Payments to Influence Certain Federal Transactions (Over $100,000)
52.204-4	Aug 2000	Printing/Copying Double-Sided on Recycled Paper (Over $100,000)
52.209-6	Jul 1995	Protecting the Governments Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over $25,000)
52.215-2	Jun 1999	Audit and Records - Negotiation (Over $100,000)
52.215-8	Oct 1997	Order of Precedence – Uniform Contract Format
52.215-10	Oct 1997	Price Reduction for Defective Cost or Pricing Data
52.215-12	Oct 1997	Subcontractor Cost or Pricing Data (Over $500,000)
52.215-14	Oct 1997	Integrity of Unit Prices (Over $100,000)
52.215-15	Dec 1998	Pension Adjustments and Asset Reversions
52.215-18	Oct 1997	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) Other Than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Oct 1997	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Modifications
52.216-7	Feb 2002	Allowable Cost and Payment
52.216-11	Apr 1984	Cost Contract - No Fee
52.219-8	Oct 2000	Utilization of Small Business Concerns (Over $100,000)

52.219-9	Jan 2002	Small Business Subcontracting Plan (Over $500,000)
52.219-16	Jan 1999	Liquidated Damages - Subcontracting Plan (Over $500,000)
52.222-2	Jul 1990	Payment for Overtime Premium (Over $100,000) (NOTE: The dollar amount in paragraph (a) of this clause is $0 unless otherwise specified in the contract.)
52.222-3	Aug 1996	Convict Labor
52.222-26	Apr 2002	Equal Opportunity
52.222-35	Dec 2001	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans
52.222-36	Jun 1998	Affirmative Action for Workers with Disabilities
52.222-37	Dec 2001	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans
52.223-6	May 2001	Drug-Free Workplace
52.223-14	Oct 2000	Toxic Chemical Release Reporting
52.225-1	May 2002	Buy American Act - Supplies
52.225-13	Jul 2000	Restrictions on Certain Foreign Purchases
52.227-1	Jul 1995	Authorization and Consent, Alternate I (Apr 1984)
52.227-2	Aug 1996	Notice and Assistance Regarding Patent and Copyright Infringement (Over $100,000)
52.227-11	Jun 1997	Patent Rights - Retention by the Contractor (Short Form) (NOTE: In accordance with FAR 27.303 (a) (2), paragraph (f) is modified to include the requirements in FAR 27.303 (a) (2) (i) through (iv). The frequency of reporting in (i) is annual.
52.227-14	Jun 1987	Rights in Data – General
52-232-9	Apr 1984	Limitation on Withholding of Payments
52.232-17	Jun 1996	Interest (Over $100,000)
52.232-20	Apr 1984	Limitation of Cost
52.232-23	Jan 1986	Assignment of Claims
52.232-25	Feb 2002	Prompt Payment
52.232-34	May 1999	Payment by Electronic Funds Transfer--Other Than Central Contractor Registration
52.233-1	Dec 1998	Disputes
52.233-3	Aug 1996	Protest After Award
52.242-1	Apr 1984	Notice of Intent to Disallow Costs
52.242-3	May 2001	Penalties for Unallowable Costs (Over $500,000)
52.242-4	Jan 1997	Certification of Final Indirect Costs

52.242-13	Jul 1995	Bankruptcy (Over $100,000)
52.243-2	Aug 1987	Changes - Cost Reimbursement
52.243-2	Aug 1987	Changes - Cost Reimbursement, Alternate V (Apr 1984)
52.244-2	Aug 1998	Subcontracts *If written consent to subcontract is required, the identified subcontracts are listed in Article B, Advance Understandings.
52.244-2	Aug 1998	Subcontracts, Alternate II (Aug 1998) *If written consent to subcontract is required, the identified subcontracts are listed in ARTICLE B., Advance Understandings.
52.244-5	Dec 1996	Competition in Subcontracting (Over $100,000)
52.245-5	Jan 1986	Government Property (Cost-Reimbursement, Time and Material, or Labor Hour Contract)
52.246-23	Feb 1997	Limitation of Liability (Over $100,000)
52.249-6	Sep 1996	Termination (Cost-Reimbursement)
52.249-14	Apr 1984	Excusable Delays
52.253-1	Jan 1991	Computer Generated Forms

b. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION (HHSAR) (48 CFR CHAPTER 3) CLAUSES

HHSAR Clause No.	Date	Title
352.202-1	Jan 2001	Definitions - with Alternate paragraph (h) (Jan 2001)
352.228-7	Dec 1991	Insurance - Liability to Third Persons
352.232-9	Apr 1984	Withholding of Contract Payments
352.233-70	Apr 1984	Litigation and Claims
352.242-71	Apr 1984	Final Decisions on Audit Findings
352.270-5	Apr 1984	Key Personnel
352.270-6	Jul 1991	Publication and Publicity

[END OF GENERAL CLAUSES FOR A COST-REIMBURSEMENT RESEARCH AND DEVELOPMENT CONTRACT – Rev. 05/2002]

ARTICLE I.2. AUTHORIZED SUBSTITUTIONS OF CLAUSES

Any authorized substitutions and/or modifications other than the General Clauses which will be based on the type of contract/Contractor will be determined during negotiations.

It is expected that the following clause(s) will be made part of the resultant contract:

ALTERNATE II (OCTOBER 2001) of FAR Clause 52.219-9, SMALL BUSINESS SUBCONTRACTING PLAN (JANUARY 2002) is added.

FAR Clause 52.232-20, LIMITATION OF COST, is deleted in its entirety and FAR Clause 52.232-22, LIMITATION OF FUNDS (APRIL 1984) is substituted therefore. **[Note: When this contract is fully funded, FAR Clause 52.232-22, LIMITATION OF FUNDS will no longer apply and FAR Clause 52.232-20, LIMITATION OF COST will become applicable.]**

ARTICLE I.3. ADDITIONAL CONTRACT CLAUSES

Additional clauses other than those listed below which are based on the type of contract/Contractor shall be determined during negotiations. Any contract awarded from this solicitation will contain the following:

This contract incorporates the following clauses by reference, (unless otherwise noted), with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

a. FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) CLAUSES

FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (MAY 2001).

"(b) Evaluation adjustment. (1) The Contracting Officer will evaluate offers by adding a factor of 10 percent to the price of all offers, except--..."

FAR 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCTOBER 1999).

FAR 52.230-2, Cost Accounting Standards (APRIL 1998).

FAR 52.230-6, Administration of Cost Accounting Standards (NOVEMBER 1999).

FAR 52.242-3, Penalties for Unallowable Costs (OCTOBER 1995).

b. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION/PUBLIC HEALTH SERVICE ACQUISITION REGULATION (HHSAR)/(PHSAR) (48 CHAPTER 3) CLAUSES:

HHSAR 352.223-70, Safety and Health (JANUARY 2001)

HHSAR 352.224-70, Confidentiality of Information (APRIL 1984).

HHSAR 352.270-9, Care of Live Vertebrate Animals (JANUARY 2001).

c. NATIONAL INSTITUTES OF HEALTH (NIH) RESEARCH CONTRACTING (RC) CLAUSES:

The following clauses are attached and made a part of this contract:

NIH (RC)-7, Procurement of Certain Equipment (APRIL 1984) (OMB Bulletin 81-16).

ARTICLE I.4. ADDITIONAL FAR CONTRACT CLAUSES INCLUDED IN FULL TEXT

Additional clauses other than those listed below which are based on the type of contract/Contractor shall be determined during negotiations. Any contract awarded from this solicitation will contain the following:

This contract incorporates the following clauses in full text.

FEDERAL ACQUISITION REGULATION (FAR)(48 CFR CHAPTER 1) CLAUSES:

FAR Clause 52.244-6, SUBCONTRACTS FOR COMMERCIAL ITEMS (MAY 2002)

(a) **Definitions**. As used in this clause--

Commercial item, has the meaning contained in the clause at 52.202-1, Definitions.

Subcontract, includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) (1) The Contractor shall insert the following clauses in subcontracts for commercial items:

(i) 52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $500,000 ($1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
(ii) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212(a)).
(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
(v) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (JUN 2000) (46 U.S.C. Appx 1241) (flowdown not required for subcontracts awarded beginning May 1, 1996).

(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

The following Attachments are provided in full text with this Solicitation:

PACKAGING AND DELIVERY OF PROPOSALS (Attached to this listing)

HOW TO PREPARE AN ELECTRONIC PROPOSAL: (Attached to this listing)

PROPOSAL INTENT RESPONSE SHEET [SUBMIT ON/BEFORE: December 20, 2002] (Attached to this listing)

[NOTE: Your attention is directed to the "Proposal Intent Response Sheet". If you intend to submit a proposal, you must complete this form and return it to this office via fax or e-mail on or before the date identified above. The receipt of this form is critical as it contains information essential for CMB's coordination of the electronic submission and review of proposals.]

RFP FORMS AND ATTACHMENTS:

THE RFP FORMS/ATTACHMENTS LISTED BELOW ARE AVAILABLE IN A VARIETY OF FORMATS AND MAY BE VIEWED OR DOWNLOADED DIRECTLY FROM THIS SITE:

http://www.niaid.nih.gov/contract/ref.htm

APPLICABLE TO TECHNICAL PROPOSAL (INCLUDE THESE DOCUMENTS/FORMS WITH YOUR TECHNICAL PROPOSAL):

- **Technical Proposal Cover Sheet**
- **Technical Proposal Cost Information**
- **Summary of Related Activities**
- **Government Notice for Handling Proposals**
- **Project Objectives, NIH 1688-1**

APPLICABLE TO BUSINESS PROPOSAL (INCLUDE WITH YOUR BUSINESS PROPOSAL):

- **NIH-2043, Proposal Summary and Data Record**
- **Small Business Subcontracting Plan Format *[if applicable]***
- **Breakdown of Proposed Estimated Cost (plus fee) and Labor Hours**
- **Offeror's Points of Contact**

TO BECOME CONTRACT ATTACHMENTS (INFORMATION ONLY):

- **NIH(RC)-4: Invoice/Financing Request and Contract Financial Reporting Instructions for NIH Cost-Reimbursement Type Contracts**
- **NIH(RC)-7: Procurement of Certain Equipment, (OMB Bulletin 81-16)**
- **Safety and Health, HHSAR Clause 352.223-70**
- **Disclosure of Lobbying Activities, OMB Form LLL**

PACKAGING/DELIVERY/ELECTRONIC SUBMISSION OF THE PROPOSAL

Listed below are delivery instructions for the submission of both PAPER and ELECTRONIC COPIES of your proposal.

PAPER SUBMISSION: The paper copy is the official copy for recording timely receipt of proposals. *You are required to submit one original paper copy of your proposal along with the number of extra copies required below.*

ELECTRONIC SUBMISSION: In addition to the paper submission, you are required to submit your proposal electronically through the CRON (Contracts Review Online) in accordance with the instructions provided below. If you experience difficulty or are unable to transmit, you should submit your proposal on a CD-Rom or ZipDisk by an express delivery service. We can then upload your proposal into the electronic system. You must certify that both the original paper and electronic versions of the proposal are identical.

SUBMISSION OF PROPOSALS BY FACSIMILE IS NOT ACCEPTABLE.

Shipment and marking of paper copies shall be as indicated below:

A. EXTERNAL PACKAGE MARKING:

In addition to the address cited below, mark each package as follows:

"RFP NO. NIH-NIAID-DAIDS-03-21
TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY"

B. NUMBER OF COPIES:

The number of copies required of each part of your proposal are as specified below.

Technical Proposal: One (1) unbound signed original and five (5) unbound copies. Ten (10) copies of all material not available electronically (i.e. SOPs, Pertinent Manuals, Nonscannable Figures or Data, and Letters of Collaboration/Intent).

Business Proposal: One (1) unbound signed original and 5 unbound copies.

C. PAPER COPIES and CD-Rom or ZipDisk to:

If Hand Delivery or Express Service	If using U.S. Postal Service
Yvette Brown Contract Specialist Contract Management Branch, DEA NIAID, NIH 6700-B Rockledge Drive, Room 2230 Bethesda, Maryland 20817	Yvette Brown Contract Specialist Contract Management Branch, DEA NIAID, NIH 6700-B Rockledge Drive, Room 2230, MSC 7612 Bethesda, Maryland 20892-7612

NOTE: All material sent to this office by Federal Express should be sent to the Hand Carried Address.

NOTE: The U.S. Postal Service's "Express Mail" does not deliver to the hand delivered (20817 zip code) address. Any package sent to this address via this service will be held at a local post office for pick-up. THE GOVERNMENT IS NOT RESPONSIBLE FOR PICKING UP ANY MAIL AT A LOCAL POST OFFICE. If a proposal is not received at the place, date, and time specified herein, it will be considered a "late proposal," in accordance with HHSAR 352.215-70, Late Proposals and Revisions (NOV 1986).

HOW TO PREPARE AND SUBMIT AN ELECTRONIC PROPOSAL

PAGE LIMITS -- THE TECHNICAL PROPOSAL IS LIMITED TO NOT-TO-EXCEED Two-Hundred (200) PAGES. [INCLUDING: Appendices, Attachments, Operating Manuals, Non-Scannable Figures or Data, Letters of Intent, etc.]. ANY PORTIONS OF YOUR PROPOSAL NOT AVAILABLE ELECTRONICALLY ARE ALSO CONSIDERED TO BE INCLUDED IN THE TOTAL PAGE LIMITATION. Provide ten (10) complete (unbound) copies of any non-electronic documents. In determining whether or not to include any technical proposal content, consider whether or not you believe the NIAID would require the documentation in order to make a complete evaluation of the proposal. PAGES IN EXCESS OF THIS LIMITATION WILL BE REMOVED FROM THE PROPOSAL AND WILL NOT BE READ OR EVALUATED.

Note that although no page limit has been placed on the Business Proposal, offerors are encouraged to limit its content to only those documents necessary to provide adequate support for the proposed costs.

ELECTRONIC SUBMISSION – To submit a proposal electronically under this RFP, offerors will need to prepare the proposal on a word processor or spreadsheet program (for the business portion) and convert them to Adobe Acrobat Portable Document Format (.pdf). THE TECHNICAL PROPOSAL AND BUSINESS PROPOSAL MUST BE CONTAINED ON SEPARATE FILES which must be identified as either TECHNICAL or BUSINESS and include some recognizable portion of the ORGANIZATION NAME.

Please note that the electronic submission does not replace the requirement to submit a signed, unbound original paper copy of both your Technical and Business Proposal, along with any required unbound duplicate copies. These paper originals should be mailed or hand-delivered to the address provided in this attachment and must be received on/before the closing date and time.

There is no limit to the size (MB) of the two electronic PDF files to be submitted; however, the size of the technical proposal is limited to the page limitation language outlined above. For purposes of assessing compliance with the page count, technical proposals will be viewed using the print function of the Adobe Acrobat Reader, Version 4.0 (or higher).

Formatting Requirements:

- Do not embed sound or video (e.g., MPEG) files into the proposal documents. The evaluation system does not have the capability to read these files.
- Keep graphics embedded in documents as simple as possible. Complex graphics require longer periods for the computers used in the evaluation system to draw, and redraw these figures and scrolling through the document is slowed significantly.
- Type density and size must be 10 to 12 points. If constant spacing is used, there should be no more than 15 cpi, whereas proportional spacing should provide an average of no more than 15 cpi. There must be no more than six lines of text within a vertical inch. Margins must be set to 1 inch around.
- Paper size should not exceed 8-1/2 x 11. Larger paper sizes will be counted as 2 pages.
- Limit colors to 256 colors at 1024 x 768 resolution; avoid color gradients.
- Simplify the color palette used in creating figures.
- Be aware of how large these graphics files become. Large files are discouraged.
- Limit scanned images as much as possible.
- Limit appendices and attachments to relevant technical proposal information (e.g., SOPs, pertinent manuals, non-scannable figures or data, resumes, letters of commitment/intent).

SUBMISSION OF "PROPOSAL INTENT TO RESPOND SHEET":

Upon receipt by the Contracting Officer of the "Proposal Intent Response Sheet", offerors will be provided, via e-mail correspondence, specific electronic access information and electronic proposal transmission instructions. For this reason, it is imperative that all offerors who are intending to submit a proposal in response to this RFP contact the Contract Specialist identified in this RFP and complete and submit the attached "Proposal Intent Response Sheet" by the date provided on that Attachment.

CREATE ADOBE PDF ONLINE -- Adobe will allow you to create 5 documents on a trial for free. If you want to use the site regularly it costs $10/month or $100/year. Please link to the following URL for information:

https://createpdf.adobe.com/index.pl/3847995518.39272?BP=IE

LOG-IN / TRANSMISSION INSTRUCTIONS:

1. Log-in Site: Will be provided by the Contract Specialist after receipt of the "Proposal Intent Response Sheet"
2. Log-in Name: Will be provided by the Contract Specialist.
3. Log-in Password: Will be provided by the Contract Specialist.

4. Procedure -- When your proposal is completed and converted to a PDF file using Adobe Acrobat, it is ready to be transmitted electronically. You must upload separate Technical and Business Proposal Files. It is recommended that proposals be transmitted a few days before the due date so that you will have sufficient time to overcome any transmission difficulties.

   - You must have Explorer 3.1 or higher.
   - It is essential that you use antiviral software to scan all documents.
   - Click on "Sign On" and enter your log-in name and password.
   - Click on "Browse" to locate your saved files on your computer.
   - Click on "Upload Proposal" after you have located the correct file.
   - After a file is uploaded, a link to the file will appear under "Upload Files" at the bottom of the screen. Click on that link to view the uploaded file.
   - If you experience difficulty in accessing your documents, please contact the appropriate NIH contracts office immediately.
   - If you wish to revise your proposal before the closing date and time, simply log in again and re-post.

USER ACCESS TO THE POSTING SITE WILL BE DENIED AFTER THE RFP CLOSING DATE AND TIME PROVIDED WITH THIS RFP OR ITS MOST RECENT AMENDMENT(S).

PROPOSAL INTENT RESPONSE SHEET

RFP No.: NIH-NIAID-DAIDS-03-21
RFP Title: Pharmacokinetics & Pharmacodynamics of Antimicrobials in Animal Models

Please review the attached Request for Proposal. Furnish the information requested below and return this page by Friday, December 20, 2002. Your expression of intent is not binding but will greatly assist us in planning for proposal evaluation.

Since your proposal will be submitted electronically, please include the name and e-mail of the individual to whom the electronic proposal instructions, login code, and password should be provided.

[ ] DO INTEND TO SUBMIT A PROPOSAL
[ ] DO NOT INTEND TO SUBMIT A PROPOSAL FOR THE FOLLOWING REASONS:

Company/Institution Name (print): _____
Address (print): _____
_____
_____
_____

Project Director's Name (print): _____
Title (print): _____
Signature/Date: _____
Telephone Number and E-mail Address (print clearly):
_____
_____

***Name of individual to whom electronic proposal instructions should be sent:**

Name: _____
Title: _____
E-Mail Address: _____
Telephone Number: _____

Names of Collaborating Institutions and Investigators (include Subcontractors and Consultants) (print):

_____
_____
_____
_____
(Continue list on a separate page if necessary)

RETURN VIA FAX OR E-MAIL TO:
CMB, NIAID, NIH
Room 2230
6700-B Rockledge Drive, MSC 7612
Bethesda, MD 20892-7612
Attn: Yvette Brown
RFP-NIH-NIAID-DAIDS-03-21
FAX# (301) 402-0972
Email : YBrown@niaid.nih.gov

PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

Representations, Certifications, and Other Statements of Offerors or Quoters (Negotiated).

1. REPRESENTATIONS AND CERTIFICATIONS

The Representations and Certifications required by this particular acquisition can be accessed electronically from the INTERNET at the following address:

http://rcb.cancer.gov/rcb-internet/forms/rcneg.pdf

If you are unable to access this document electronically, you may request a copy from the Contracting Officer identified on the cover page of this solicitation.

IF YOU INTEND TO SUBMIT A PROPOSAL, YOU MUST COMPLETE THE REPRESENTATIONS AND CERTIFICATIONS AND SUBMIT THEM AS PART OF YOUR BUSINESS PROPOSAL.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

1. GENERAL INFORMATION

a. **INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION** [FAR Clause 52.215-1 (May 2001)]

(a) *Definitions*. As used in this provision--

Discussions are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

"*In writing*", "writing", or "*written*" any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"*Proposal modification*" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

"*Proposal revision*" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

"*Time,*" if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) *Amendments to solicitations*. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) *Submission, modification, revision, and withdrawal of proposals*. (1) Unless other methods (*e.g.*, electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show--

(i) The solicitation number;
(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);
(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;
(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and
(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) *Submission, modification, revision, and withdrawal of proposals*. (i) Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii) (A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it

is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) *Offer expiration date*. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

[Note: In accordance with HHSAR 352.215-1, the following paragraph (e) is substituted for the subparagraph (e) of the provision at FAR 52.215-1.]

(e) *Restriction on disclosure and use of data*. (1) The proposal submitted in response to this request may contain data (trade secrets; business data, e.g., commercial information, financial information, and cost and pricing data; and technical data) which the offeror, including its prospective subcontractor(s), does not want used or disclosed for any purpose other than for evaluation of the proposal. The use and disclosure of any data may be so restricted; provided, that the Government determines that the data is not required to be disclosed under the Freedom of Information Act, 5 U.S.C. 552, as amended, and the offeror marks the cover sheet of the proposal with the following legend, specifying the particular portions of the proposal which are to be restricted in accordance with the conditions of the legend. The Government's determination to withhold or disclose a record will be based upon the particular circumstances involving the record in question and whether the record may be exempted from disclosure under the Freedom of Information Act. The legend reads:

Unless disclosure is required by the Freedom of Information Act, 5 U.S.C. 552, as amended, (the Act) as determined by Freedom of Information (FOI) officials of the Department of Health and Human Services, data contained in the portions of this proposal which have been specifically identified by page number, paragraph, etc. by the offeror as containing restricted information shall not be used or disclosed except for evaluation purposes.

The offeror acknowledges that the Department may not be able to withhold a record (data, document, etc.) nor deny access to a record requested pursuant to the Act and that the Department's FOI officials must make that determination. The offeror hereby agrees that the Government is not liable for disclosure if the Department has determined that disclosure is required by the Act.

If a contract is awarded to the offeror as a result of, or in connection with, the submission of this proposal, the Government shall have right to use or disclose the data to the extent provided in the contract. Proposals not resulting in a contract remain subject to the Act.

The offeror also agrees that the Government is not liable for disclosure or use of unmarked data and may use or disclose the data for any purpose, including the release of the information pursuant to requests under the Act. The data subject to this restriction are contained in pages (insert page numbers, paragraph designations, etc. or other identification).

(2) In addition, the offeror should mark each page of data it wishes to restrict with the following statement:

"Use or disclosure of data contained on this page is subject to the restriction on the cover sheet of this proposal or quotation."

(3) Offerors are cautioned that proposals submitted with restrictive legends or statements differing in substance from the above legend may not be considered for award. The Government reserves the right to reject any proposal submitted with a nonconforming legend.

(f) *Contract award*. (1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) The Government may disclose the following information in postaward debriefings to other offerors:

(i) The overall evaluated cost or price and technical rating of the successful offeror;
(ii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection;
(iii) A summary of the rationale for award; and
(iv) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(End of Provision)

Alternate I (October 1997). As prescribed in 15.209(a)(1), substitute the following paragraph (f)(4) for paragraph (f)(4) of the basic provision:

(f) (4) The Government intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

b. **NAICS CODE AND SIZE STANDARD**

Note: The following information is to be used by the offeror in preparing its Representations and Certifications (See Section K of this RFP), specifically in completing the provision entitled, SMALL BUSINESS PROGRAM REPRESENTATION, FAR Clause 52.219-1.

(1) The North American Industry Classification System (NAICS) code for this acquisition is 541710.
(2) The small business size standard is 500 employees .

THIS REQUIREMENT IS NOT SET-ASIDE FOR SMALL BUSINESS. However, the Federal Acquisition Regulation (FAR) requires in every solicitation, (except for foreign acquisitions) the inclusion of the North American Industry Classification System (NAICS) Code and corresponding size standard which best describes the nature of the requirement in the solicitation.

c. **NOTICE OF PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESS CONCERNS**

In accordance with FAR Clause 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, incorporated in Section I.3., offerors will be evaluated by adding a factor of 10 percent to the price of all offers, except offers from small disadvantaged business concerns that have not waived the adjustment. (Note: A listing of other offerors who are excepted and will not have this evaluation factor added to their offer may be found in subparagraph (b) of FAR Clause 52.219-23.

A small disadvantaged business concern may elect to waive the adjustment, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraph (d) of FAR Clause 52.219-23 do not apply to offerors that waive the adjustment.

AN OFFEROR WHO ELECTS TO WAIVE THIS EVALUATION ADJUSTMENT MUST SPECIFICALLY INDICATE WITH A STATEMENT TO THIS EFFECT ON THE COVER PAGE OF ITS BUSINESS PROPOSAL.

d. **TYPE OF CONTRACT AND NUMBER OF AWARD(S)**

It is anticipated that ONE AWARD will be made from this solicitation and that the award(s) will be made on/about September 12, 2003.

It is anticipated that the award(s) from this solicitation will be a multiple-year COST REIMBURSEMENT type COMPLETION contract with a PERIOD OF PERFORMANCE OF Seven (7) Years, and that incremental funding will be used [see Section L.2.c. Business Proposal Instructions].

e. **ESTIMATE OF EFFORT**

It is expected that a completion type contract will be awarded as a result of this RFP. To assist you in the preparation of your proposal, the Government considers the effort to be approximately 7280 labor hours per year and approximately 50,960 labor hours over the life of the contract. The labor hours by personnel category are as follows:

Principal Investigator	416 hours
Co-Principal Investigator	1,664 hours
Research Associate	3,120 hours
Research Specialist	2,080 hours

Total	7,280 hours (per year)

This information is furnished for the offeror's information only and is not to be considered restrictive for proposal purposes.

f. **COMMITMENT OF PUBLIC FUNDS**

The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with the proposed procurement. Any other commitment, either explicit or implied, is invalid.

g. **COMMUNICATIONS PRIOR TO CONTRACT AWARD**

Offerors shall direct all communications to the attention of the Contract Specialist or Contracting Officer cited on the face page of this RFP. Communications with other officials may compromise the competitiveness of this acquisition and result in cancellation of the requirement.

h. **RELEASE OF INFORMATION**

Contract selection and award information will be disclosed to offerors in accordance with regulations applicable to negotiated acquisition. Prompt written notice will be given to unsuccessful offerors as they are eliminated from the competition, and to all offerors following award.

i. **COMPARATIVE IMPORTANCE OF PROPOSALS**

You are advised that paramount consideration shall be given to the evaluation of technical proposals. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price. The relative importance of the evaluation factors is specified in SECTION M of this solicitation. However, the Government reserves the right to make an award to the best advantage of the Government, cost and other factors considered.

j. **PREPARATION COSTS**

This RFP does not commit the Government to pay for the preparation and submission of a proposal.

k. **SERVICE OF PROTEST** (AUGUST 1996) - FAR 52.233-2

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Brenda J. Velez
Contracting Officer
Contract Management Branch, DEA
National Institute of Allergy and Infectious Diseases
6700-B Rockledge Drive, Room 2230, MSC 7612
BETHESDA MD 20892-7612

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of Provision)

l. **LATE PROPOSALS AND REVISIONS**, HHSAR 352.215-70

Notwithstanding the procedures contained in FAR 52.215-1(c)(3) of the provision of this solicitation entitled Instructions to Offerors—Competitive Acquisition, a proposal received after the date specified for receipt may be considered if it offers significant cost or technical advantages to the Government; and it was received before proposals were distributed for evaluation, or within five calendar days after the exact time specified for receipt, whichever is earlier.

(End of provision)

m. **USE OF INTERNET WEB SITE ADDRESSES (URLs) IN PROPOSALS**

Unless otherwise specified or required in NIAID solicitations, internet Web Site addresses (URLs) may not be used to provide information necessary to the conduct of the review of the proposal. Direct access to an internet site by a Reviewer who is examining and reviewing the proposal on behalf of the NIAID could compromise their anonymity during the review process. If a URL contains information pertinent to the proposal content, the offeror must provide access to the website via a temporary website portal which allow reviewers the capability to view and interact with the site.

The proposal must clearly identify the URLs to be accessed and the procedure for accessing the temporary website portal. Access must not require the identity of the individual.

GENERAL INSTRUCTIONS

INTRODUCTION

The following instructions will establish the acceptable minimum requirements for the format and contents of proposals. Special attention is directed to the requirements for technical and business proposals to be submitted in accordance with these instructions.

(1) **Contract Type and General Clauses**

It is contemplated that a cost-reimbursement completion type contract will be awarded. (See General Information) Any resultant contract shall include the clauses applicable to the selected offeror's organization and type of contract awarded as required by Public Law, Executive Order, or acquisition regulations in effect at the time of execution of the proposed contract.

(2) **Authorized Official and Submission of Proposal**

The proposal must be signed by an official authorized to bind your organization and must stipulate that it is predicated upon all the terms and conditions of this RFP. Your proposal shall be submitted in the number of copies, to the addressees, and marked as indicated in the Attachment entitled, PACKAGING AND DELIVERY OF PROPOSAL, Part III, Section J hereof. Proposals will be typewritten, paginated, reproduced on letter size paper and will be legible in all required copies. To expedite the proposal evaluation, all documents required for responding to the RFP should be placed in the following order:

I. COVER PAGE

Include RFP title, number, name of organization, identification of the proposal part, and indicate whether the proposal is an original or a copy.

a. Project Objectives, NIH-1688-1

The offeror shall insert a completed NIH Form 1688-1, Project Objective, as provided in Section J, Attachments, behind the Title Page of each copy of the proposal, along with the "Government Notice for Handling Proposals." The NIH Form 1688-1 is to be completed as follows:

- For an **Institution of Higher Education:** The form MUST be completed in its entirety.
- For **OTHER** than an Institution of Higher Education: The starred items (Department, Service, Laboratory or Equivalent, and Major Subdivision) should be left blank.

The information required under the "Summary of Objectives" portion of the form MUST meet the requirements set forth in the section of the form entitled, **"INSTRUCTIONS:"**

II. TECHNICAL PROPOSAL

It is recommended that the technical proposal consist of a cover page, a table of contents, and the information requested in the Technical Proposal Instructions and as specified in SECTION J, List of Attachments.

III. BUSINESS PROPOSAL

It is recommended that the business proposal consist of a cover page, a table of contents, and the information requested in the Business Proposal Instructions and as specified in SECTION J, List of Attachments.

(3) **Proposal Summary and Data Record (NIH-2043)**

The Offeror must complete the Form NIH-2043, attached, with particular attention to the length of time the proposal is firm and the designation of those personnel authorized to conduct negotiations. (See Section J for link to Attachment entitled, PROPOSAL SUMMARY AND DATA RECORD).

(4) **Separation of Technical and Business Proposals**

The proposal must be prepared in two parts: a "Technical Proposal" and a "Business Proposal." Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the other. The technical proposal must include direct cost and resources information, such as labor-hours and categories and applicable rates, materials, subcontracts, travel, etc., and associated costs so that the offeror's understanding of the project may be evaluated (See Attachment entitled, TECHNICAL PROPOSAL COST INFORMATION/SUMMARY OF LABOR AND DIRECT COSTS).) However, the technical proposal should **not** include pricing data relating to individual salary information, indirect cost rates or amounts, fee amounts (if any)., and total costs. The technical proposal should disclose your technical approach in as much detail as possible, including, but not limited to, the requirements of the technical proposal instructions.

(5) **Alternate Proposals**

You may, at your discretion, submit alternate proposals, or proposals which deviate from the requirements; provided, that you also submit a proposal for performance of the work as specified in the statement of work. Such proposals may be considered if overall performance would be improved or not compromised and if they are in the best interests of the Government. Alternative proposals, or deviations from any requirements of this RFP, shall be clearly identified.

(6) **Evaluation of Proposals**

The Government will evaluate technical proposals in accordance with the criteria set forth in PART IV, SECTION M of this RFP.

(7) **Potential Award Without Discussions**

The Government reserves the right to award a contract without discussions if the Contracting Officer determines that the initial prices are fair and reasonable and that discussions are not necessary.

(8) **Use of the Metric System of Measurement**

It is the policy of the Department of Health and Human Services to support the Federal transition to the metric system and to use the metric system of measurement in all procurements, grants, and other business related activities unless such use is impracticable or is likely to cause significant inefficiencies.

The offeror is encouraged to prepare their proposal using either "Hard Metric," "Soft Metric," or "Dual Systems" of measurement. The following definitions are provided for your information:

Hard Metric - The replacement of a standard inch-pound size with an accepted metric size for a particular purpose. An example of size substitution might be: selling or packaging liquids by the liter instead of by the pint or quart (as for soft drinks), or instead of by the gallon (as for gasoline).

Soft Metric - The result of a mathematical conversion of inch-pound measurements to metric equivalents for a particular purpose. The physical characteristics are not changed.

Dual Systems - The use of both inch-pound and metric systems. For example, an item is designed, produced, and described in inch-pound values with soft metric values also shown for information or comparison purposes.

(9) **Care of Live Vertebrate Animals**

a. The following notice is applicable when contract performance is expected to involve care of live vertebrate animals:

Notice to Offerors of Requirement for Adequate Assurance of Protection of Vertebrate Animal Subjects - (SEPTEMBER 1985)

The Public Health Service (PHS) Policy on Human Care and Use of Laboratory Animals establishes a number of requirements for research activities involving animals. Before a PHS award may be made to an applicant organization, the organization shall file, with the Office of Extramural Research (OER), Office of Laboratory Animal Welfare (OLAW), National Institutes of Health (NIH), PHS, a written Animal Welfare Assurance which commits the organization to comply with the provisions of the PHS Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions, the Animal Welfare Act, and the Guide for the Care and Use of Laboratory Animals prepared by the Institute of Laboratory Animal Resources. In accordance with the PHS Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions, applicant organizations must establish a committee, qualified through the experience and expertise of its members, to oversee the institution's animal program, facilities and procedures. No PHS award involving the use of animals shall be made unless the Animal Welfare Assurance has been approved by OER. Prior to award, the Contracting Officer will notify Contractor(s) selected for projects that involve live vertebrate animals that an Animal Welfare Assurance is required. The Contracting Officer will request that OER, OLAW negotiate an acceptable Animal Welfare Assurance with those Contractor(s). For further information, OER, OLAW, may be contacted at Rockledge Center I - Suite 1050, 6705 Rockledge Drive, Bethesda, MD 20817, (301) 496-7163, ext 234. FAX copies are of the PHS Policy are available at (301) 402-2803. This policy is also available on the internet at http://www.grants.nih.gov/grants/olaw/olaw.htm.

b. If an Animal Assurance is already in place, the offeror's proposal shall include:

-The Animal Welfare Assurance number.
-The date last certified by OLAW. (i.e. assurance letter from OLAW)
-Evidence of recent AAALAC Accreditation.

(10) **Obtaining and Disseminating Biomedical Research Resources**

As a public sponsor of biomedical research, the National Institutes of Health (NIH) has a dual interest in accelerating scientific discovery and facilitating product development. Intellectual property restrictions can stifle the broad dissemination of new discoveries and limit future avenues of research and product development. At the same time, reasonable restrictions on the dissemination of research tools are sometimes necessary to protect legitimate proprietary interests and to preserve incentives for commercial development. To assist NIH contractors achieve an appropriate balance, the NIH has provided guidance in the form of a two-part document, consisting of Principles setting forth the fundamental concepts and Guidelines that provide specific information to patent and license professionals and sponsored research administrators for implementation.

The purpose of these Principles and Guidelines is to assist NIH funding recipients in determining: 1) Reasonable terms and conditions for making NIH-funded research resources available to scientists in other institutions in the public and private sectors (disseminating research tools); and 2) Restrictions to accept as a conditions of receiving access to research tools for use in NIH-funded research (acquiring research tools). The intent is to help recipients ensure that the conditions they impose and accept on the transfer of research tools will facilitate further biomedical research, consistent with the requirements of the Bayh-Dole Act and NIH funding policy.

This policy, entitled, "Sharing Biomedical Research Resources: Principles and Guidelines for Recipients of NIH Research Grants and Contracts," (Federal Register Notice, December 23, 1999 [64 FR 72090] will be included in any contract awarded from this solicitation. It can be found at the following website: http://ott.od.nih.gov/NewPages/64FR72090.pdf.

(11) **Privacy Act (Treatment of Proposal Information)**

The Privacy Act of 1974 (P.L. 93-579) requires that a Federal agency advise each individual whom it asks to supply information, the authority which authorizes the solicitation, whether disclosure is voluntary or mandatory, the principal purpose or purposes for which the information is intended to be used, the uses outside the agency which may be made of the information, and the effects on the individual, if any, of not providing all or any part of the requested information.

The NIH is requesting the information called for in this RFP pursuant to the authority provided by Sec. 301(a)(7) of the Public Health Service Act, as amended, and P.L. 92-218, as amended.

Providing the information requested is entirely voluntary. The collection of this information is for the purpose of conducting an accurate, fair, and adequate review prior to a discussion as to whether to award a contract.

Failure to provide any or all of the requested information may result in a less than adequate review.

In addition, the Privacy Act of 1974 (P.L. 93-579, Section 7) requires that the following information be provided when individuals are requested to disclose their social security number.

Provision of the social security number is voluntary. Social security numbers are requested for the purpose of accurate and efficient identification, referral, review and management of NIH contracting programs. Authority for requesting this information is provided by Section 301 and Title IV of the PHS Act, as amended.

The information provided by you may be routinely disclosed for the following purposes:

- to the cognizant audit agency and the General Accounting Office for auditing.
- to the Department of Justice as required for litigation.
- to respond to congressional inquiries.
- to qualified experts, not within the definition of Department employees, for opinions as a part of the review process.

(12) **Selection of Offerors**

a) The acceptability of the scientific and technical portion of each research contract proposal will be evaluated by a technical review committee. The committee will evaluate each proposal in strict conformity with the evaluation criteria of the RFP, utilizing point scores and written critiques. The committee may suggest that the Contracting Officer request clarifying information from an offeror.

b) The business portion of each contract proposal will be subjected to a cost and price analysis, management analysis, etc.

c) If award will be made without conducting discussions, offerors may be given the opportunity to clarify certain aspects of their proposal (e.g., the relevance of an offeror's past performance information and adverse past performance information to which the offeror has not previously had an opportunity to respond) or to resolve minor or clerical errors.

d) If the Government intends to conduct discussions prior to awarding a contract-

(1) Communications will be held with offerors whose past performance information is the determining factor preventing them from being placed within the competitive range. Such communications shall address adverse past performance information to which an offeror has not had a prior opportunity to respond. Also, communications may be held with any other offerors whose exclusion from, or inclusion in, the competitive range is uncertain.

Such communications shall not be used to cure proposal deficiencies or omissions that alter the technical or cost elements of the proposal, and/or otherwise revise the proposal, but may be considered in rating proposals for the purpose of establishing the competitive range.

(2) The Contracting Officer will, in concert with program staff, decide which proposals are in the competitive range. The competitive range will be comprised of all of the most highly rated proposals. Oral or written discussions will be conducted with all offerors in the competitive range.

While it is this Institute's policy to conduct discussions with all offerors in the competitive range, the Institute reserves the right, in special circumstances, to limit the number of proposals included in the competitive range to the greatest number that will permit an efficient competition. All aspects of the proposals are subject to discussions, including cost, technical approach, past performance, and contractual terms and conditions. At the conclusion of discussions, each offeror still in the competitive range shall be given an opportunity to submit a written Final Proposal Revision (FPR) with the reservation of the right to conduct finalization of details with the selected sources in accordance with HHSAR 315.370.

e) The process described in FAR 15.101-1 will be employed, which permits the Government to make tradeoffs among cost or price and non-cost factors and to consider award to other than the lowest price offeror or other than the highest technically rated offeror. This process will take into consideration the results of the technical evaluation, the past performance evaluation (if applicable) and the cost analysis.

f) The Institute reserves the right to make a single award, multiple awards, or no award at all to the RFP. In addition, the RFP may be amended or canceled as necessary to meet the Institute's requirements. Synopses of awards exceeding $25,000 will be published in the Commerce Business Daily and FedBizOpps.

(13) **Small Business Subcontracting Plan**

If the proposed contract exceeds a total estimated cost of $500,000 for the entire period of performance, the offeror shall be required to submit an acceptable subcontracting plan in accordance with the terms of the clause entitled "Small Business Subcontracting Plan," FAR Clause No. 52.219-9, incorporated herein by reference in the Solicitation, Attachment _ to this RFP is an example of such a plan.

a) THIS PROVISION DOES NOT APPLY TO SMALL BUSINESS CONCERNS.

b) The term "subcontract" means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for supplies or services required for the performance of the original contract or subcontract. This includes, but is not limited to, agreements/purchase orders for supplies and services such as equipment purchase, copying services, and travel services.

c) The offeror understands that:

(1) No contract will be awarded unless and until an acceptable plan is negotiated with the Contracting Officer which plan will be incorporated into the contract, as a material part thereof.

(2) An acceptable plan must, in the determination of the Contracting Officer, provide the maximum practicable opportunity for Small Businesses, Small Disadvantaged Businesses, Women-Owned Small businesses, HubZone Small Businesses, Veteran-Owned Small Businesses, and Service Disabled Veteran-Owned Small Businesses to participate in the performance of the contract.

(3) If a subcontracting plan acceptable to the Contracting Officer is not negotiated within the time limits prescribed by the contracting activity and such failure arises out of causes within the control and with the fault or negligence of the offeror, the offeror shall be ineligible for an award. The Contracting Officer shall notify the Contractor in writing of the reasons for determining a subcontracting plan unacceptable early enough in the negotiation process to allow the Contractor to modify the plan within the time limits prescribed.

(4) Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.

(5) It is the offeror's responsibility to develop a satisfactory subcontracting plan with respect to Small Business Concerns, Small Disadvantaged Business Concerns, Women-Owned Small Business Concerns, HubZone Small Business Concerns, Veteran-Owned Small Business Concerns, and Service Disabled Veteran-Owned Small Business Concerns that each such aspect of the offeror's plan will be judged independent of the other.

(6) The offeror will submit, as required by the Contracting Officer, subcontracting reports in accordance with the instructions thereon, and as further directed by the Contracting Officer. Subcontractors will also submit these reports to the Government's Contracting Officer or as otherwise directed, with a copy to the prime Contractor's designated small and disadvantaged business liaison.

d) Each plan must contain the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Business Concerns as subcontractors.

(2) A statement of total dollars planned to be subcontracted. A statement of total dollars to be subcontracted to each of the following type of small business concerns: Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses.

(3) A description of the principal types of supplies and services to be subcontracted with an identification of which supplies and services are expected to be subcontracted to Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned and/or Service Disabled Veteran-Owned Small Business Concerns.

(4) A description of the method used to develop the subcontracting goals.

(5) A description of the method used to identify potential sources for solicitation purposes.

(6) A statement as to whether or not indirect costs were included in establishing subcontracting goals. If they were, a description of the method used to determine the proportionate share of indirect costs to be incurred with Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses.

(7) The name of the individual employed by the offeror who will administer the offeror's subcontracting program and a description of his/her duties.

(8) A description of the efforts the offeror will make to assure that Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses have an equitable chance to compete for subcontracts.

(9) Assurances that the offeror will include in all subcontracts the contract clause "Utilization of Small Business Concerns." Assure that all subcontractors, other than small businesses, in excess of $500,000 adopt a plan similar to the plan agreed upon by the offeror.

(10) Assurances that the offeror (and any required subcontractors) will cooperate in studies or surveys as required and submit required reports (SF 294 and SF 295) to the Government.

(11) List the types of records the offeror will maintain to demonstrate procedures that have been adopted to comply with the requirement and goals in the plan, including establishing source lists. Also, the offeror shall describe its efforts to locate Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses and award subcontracts to them.

For additional information about each of the above elements required to be contained the subcontracting plan, see FAR Clause 52.219-9, Small Business Subcontracting Plan, and the Sample Subcontracting Plan which is provided as an attachment to this RFP in SECTION J.

(14) **HUBZone Small Business Concerns**

Small Business offerors located in underutilized business zones, called "HUBZones," will be evaluated in accordance with FAR Clause 52.219-4, NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS, which is incorporated by reference in ARTICLE I.3. of this solicitation. Qualified HUBZone firms are identified in the Small Business Administration website at http://www.sba.gov/hubzone.

(15) **Extent of Small Disadvantaged Business Participation**

In accordance with FAR Subpart 15.304(c)(4), the extent of participation of Small Disadvantaged Business (SDB) concerns in performance of the contract in the authorized NAICS Industry Subsectors shall be evaluated in unrestricted competitive acquisitions expected to exceed $500,000 ($1,000,000 for construction) subject to certain limitations (see FAR 19.1202-1 and 19.1202-2(b). The dollar amounts cited above include any option years/option quantities that may be included in this solicitation. The definition of a "small disadvantaged business" is cited in FAR 19.001.

The factor entitled “Extent of Small Disadvantaged Business Participation” as set forth under the Evaluation Criteria in Section M shall be used for evaluation purposes. Credit under this evaluation factor is not available to SDB concerns that receive a Price Evaluation Adjustment (PEA) under FAR 19.11. Therefore, an SDB will be evaluated on this factor only if that SDB concern waives the PEA. **Waiver of the price evaluation adjustment shall be clearly stated in the proposal.**

The Department of Commerce determines, on an annual basis, by Subsectors, as contained in the North American Industry Classification System (NAICS) codes, and region, if any, the authorized SDB procurement mechanisms and applicable factors (percentages). The NAICS codes can be found at: http://www.sba.gov/size

The Department of Commerce website for the annual determination is:
http://www.arnet.gov/References/sdbadjustments.htm

Offerors shall include with their offers, SDB targets, expressed as dollars and percentages of total contract value, in each of the applicable, authorized NAICS Industry Subsector(s). The applicable authorized NAICS Industry Subsector(s) for this project is (are) identified elsewhere in this RFP. A total target for SDB participation by the prime contractor, that includes any joint ventures and team members, shall be provided as well as a total target for SDB participation by subcontractors. In addition, offerors must provide information that describes their plans for meeting the targets set forth in their proposal. **This information shall be provided in one clearly marked section of the Business Proposal, which shall describe the extent of participation of SDB concerns in the performance of the contract.**

If the evaluation factor in this solicitation includes an SDB evaluation factor or subfactor that considers the extent to which SDB concerns are specifically identified, the SDB concerns considered in the evaluation shall be listed in any resultant contract. Offerors should note that addressing the extent of small disadvantaged business participation **is not in any way intended to be a substitute** for submission of the subcontracting plan, if it is required by this solicitation. An example of the type of information that might be given (in addition to the narrative describing the plan for meeting the targets) follows:

EXAMPLE

Targets for SDB Participation - NAICS Industry Subsector 223

	SDB Percentage of Total Contract Value	**SDB Dollars**
Total Contract Value- $1,000,000	25%	$250,000
SDB Participation by Prime	10%	$100,000
(Includes joint venture partners and team arrangements)*		
SDB Participation by subcontractors	15%	$150,000

***NOTE:** FAR Subpart 9.6 defines "Contractor team arrangements" to include two or more companies forming a partnership or joint venture to act as a potential prime contractor, or a potential prime contractor who agrees with one or more companies to have them act as its subcontractors on a specific contract or acquisition program. For purposes of evaluation of the SDB participation factor, FAR 19.1202-4 requires that SDB joint ventures and teaming arrangements at the prime level be presented separately from SDB participation by subcontractors.

(16) **Reimbursement of Costs for Independent Research and Development Projects** (Commercial Organizations Only)

The primary purpose of the Public Health Service (PHS) is to support and advance independent research within the scientific community. This support is provided in the form of contracts and grants totaling approximately 7 billion dollars annually. PHS has established effective, time tested and well recognized and accepted procedures for stimulating and supporting this independent research by selecting from multitudes of proposals those research projects most worthy of support within the constraints of its appropriations. The reimbursement of independent research and development costs not incidental to product improvement, through the indirect cost mechanism, would circumvent this competitive process.

To ensure that all research and development projects receive similar and equal consideration, all offerors may compete for direct funding for independent research and development projects they consider worthy of support by submitting those projects to the appropriate Public Health Service grant and/or contract office for review. Since these projects may be submitted for direct funding, the successful offeror agrees that no costs for any independent research and development project, including applicable indirect costs, will be claimed under any contract resulting from this solicitation.

(17) **Salary Rate Limitation in Fiscal Year 2002 ****

Offerors are advised that pursuant to P.L. 107-116, no NIH Fiscal Year 2002 (October 1, 2001 - September 30, 2002) funds may be used to pay the direct annual salary of an individual through any contract awarded as a result of this solicitation at a rate in excess of the Executive Schedule, Level I* (direct salary is exclusive of Overhead, Fringe Benefits and General and Administrative expenses, also referred to as "indirect cost" or "facilities and administrative (F&A) costs"). Direct salary has the same meaning as the term "institutional base salary." An individual's direct salary (or institutional base salary) is the annual compensation that the contractor pays for an individual's appointment whether that individual's time is spent on research, teaching, patient care or other activities. Direct salary (or institutional base salary) excludes any income that an individual may be permitted to earn outside of duties to the contractor.

This does not preclude the offeror from absorbing that portion of an employee's annual salary (plus the dollar amount for fringe benefits and associated indirect costs) that exceeds a rate of the Executive Schedule, Level I*. The salary rate limitation set by P.L. 107-116 applies only to Fiscal Year 2002 funds, however, salary rate ceilings for subsequent years may be included in future DHHS appropriation acts. Multi-year contracts awarded pursuant to this solicitation may be subject to unilateral modifications by the Government if an individual's annual salary exceeds any salary rate ceiling established in future appropriations acts. The Executive Schedule, Level I* annual

salary rate limit also applies to individuals proposed under subcontracts, however it does not apply to consultants. P.L. 107-116 states in pertinent part:

> "None of the funds appropriated in this Act for the National Institutes of Health, the Agency for Healthcare Research and Quality, and the Substance Abuse, and Mental Health Services Administration shall be used to pay the salary of an individual through a grant or extramural mechanism at a rate in excess of Executive Level I."

Information regarding the FY-2002 rate can be found at: http://www.opm.gov/oca/02tables/ex.pdf

It should be noted that a similar public law may be enacted in Fiscal Year 2003, at which time that public law will be incorporated into any resultant contract(s).

(18) **Institutional Responsibility Regarding Conflicting Interests of Investigators**

EACH INSTITUTION MUST:

(a) Maintain an appropriate written, enforced policy on conflict of interest that complies with 42 CFR Part 50 Subpart F and/or 45 CFR Part 94 as appropriate and inform each investigator of the Institution's policy, the Investigator's reporting responsibilities, and the applicable regulations. If the Institution carries out the NIH funded research through subgrantees, contractors or collaborators, the Institution must take reasonable steps to ensure that Investigators working for such entities comply with the regulations, either by requiring those investigators to comply with the Institution's policy or by requiring the entities to provide assurances to the Institution that will enable the Institution to comply with the regulations.

(b) Designate an Institutional official(s) to solicit and review financial disclosure statements from each Investigator who is planning to participate in NIH-funded research.

(c) Require that by the time an application/proposal is submitted to the NIH each investigator who is planning to participate in the NIH-funded research has submitted to the designated official(s) a listing of his/her known Significant Financial Interests (and those of his/her spouse and dependent children): (i) that would reasonably appear to be affected by the research for which the NIH funding is sought; and (ii) in entities whose financial interests would reasonably appear to be affected by the research. All financial disclosures must be updated during the period of the award, either on an annual basis or as new reportable Significant Financial Interests are obtained.

(d) Provide guidelines consistent with the regulations for the designated official(s) to identify conflicting interests and take such actions as necessary to ensure that such conflicting interests will be managed, reduced, or eliminated.

(e) Maintain records, identifiable to each award, of all financial disclosures and all actions taken by the institution with respect to each conflicting interest for: (1) in the case of grants, at least three years from the date of submission of the final expenditures report or, where applicable, from other dates specified in 45 CFR Part 74.53(b) and (2) in the case of contracts, 3 years after final payment or, where applicable, for the other time period specified in 48 CFR Part 4 Subpart 4.7, Contract Records Retention.

(f) Establish adequate enforcement mechanisms and provide for sanctions where appropriate.

(g) Certify, in each application/proposal for funding to which the regulations applies, that:

1) there is in effect at the Institution a written and enforced administrative process to identify and manage, reduce or eliminate conflicting interests with respect to all research projects for which funding is sought from the NIH;

2) prior to the Institution's expenditure of any funds under the award, the Institution will report to the awarding component the existence of a conflicting interest (but not the nature of the interest or other details) found by the Institution and assure that the interest has been managed, reduced or eliminated in accord with the regulations; and for any interest that the Institution identifies as conflicting subsequent to

the expenditure of funds after award, the report will be made and the conflicting interest managed, reduced, or eliminated, at least on a temporary basis within sixty days of that identification;

3) the Institution agrees to make information available, upon request, to the awarding component regarding all conflicting interests identified by the Institution and how those interested have been managed, reduced, or eliminated to protect the research from bias; and

4) the Institution will otherwise comply with the regulations.

INSTITUTIONAL MANAGEMENT OF CONFLICTING INTERESTS

(a) The designated official(s) must: (1) review all financial disclosures; and (2) determine whether conflict of interest exists, and if so, determine what actions should be taken by the Institution to manage, reduce or eliminate such conflict of interest. **A conflict of interest exists when the designated official(s) reasonably determines that a Significant Financial Interest could directly and significantly affect the design, conduct, or reporting of the NIH-funded research**.

Examples of conditions or restrictions that might be imposed to manage actual or potential conflicts of interests include, but are not limited to:

(i) public disclosure of significant financial interests;
(ii) monitoring of research by independent reviewers;
(iii) modification of the research plan;
(iv) disqualification of the Investigator(s) from participation in all or a portion of the research funded by the awarding component;
(v) divestiture of significant financial interests; or
(vi) severance of relationships that create actual or potential conflicts of interests.

(b) An Institution may require the management of other conflicting financial interests in addition to those described in paragraph (a) of this section, as the Institution deems appropriate.

(19) **ROTC Access and Federal Military Recruiting on Campus**

Section 514 of the FY 1997 Appropriations Act prohibits NIH from providing contract funds to educational institutions that the Secretary of Defense determines have a policy or practice (regardless of when implemented) that either prohibits, or in effect prevents (1) the maintaining, establishing, or operation of a unit of the Senior Reserve Officer Training Corps at the covered education entity; or (2) a student at the covered educational entity from enrolling in a unit of the Senior Reserve Officer Training Corps at another institution of higher education.

Further, contract funds may not be provided to educational institutions that have a policy or practice that prohibits or prevents (1) entry to campuses, or access to students (who are 17 years of age or older) on campuses, for purposes of Federal military recruiting; or (2) access by military recruiters for purposes of Federal military recruiting to information pertaining to students (who are 17 years of age or older) enrolled at the covered educational entity.

(20) **Solicitation Provisions Incorporated by Reference**, FAR 52.252-1 (February 1998)

This Solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: http://www.arnet.gov/far/.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1):

a) Submission of Offers in the English Language, FAR Clause 52.214-34, (April 1991).

b) Submission of Offers in U.S. Currency, FAR Clause 52.214-35, (April 1991).

c) Facilities Capital Cost of Money, FAR Clause 52.215-16, (October 1997).

d) Order of Precedence-Uniform Contract Format, FAR Clause 52.215-8, (October 1997).

e) Preaward On-Site Equal Opportunity Compliance Evaluation, (Over $10,000,000), FAR Clause 52.222-24, (February 1999).

(21) **Prohibition on Contractor Involvement with Terrorist Activities**

The Offeror/Contractor acknowledges that U. S. Executive Orders and Laws, including but not limited to E.O. 13224 and P.L. 107-56, prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor to ensure compliance with these Executive Orders and Laws. This clause must be included in all subcontracts issued under this contract.

TECHNICAL PROPOSAL INSTRUCTIONS

A detailed work plan must be submitted indicating how each aspect of the statement of work is to be accomplished. Your technical approach should be in as much detail as you consider necessary to fully explain your proposed technical approach or method. The technical proposal should reflect a clear understanding of the nature of the work being undertaken. The technical proposal must include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate your understanding and management of important events or tasks.

(1) **Technical Discussions**

The technical discussion included in the technical proposal should respond to the items set forth below:

a) **Statement of Work**

(1) Objectives

State the overall objectives and the specific accomplishments you hope to achieve. Indicate the rationale for your plan, and relation to comparable work in progress elsewhere. Review pertinent work already published which is relevant to this project and your proposed approach. This should support the scope of the project as you perceive it.

(2) Approach

Use as many subparagraphs, appropriately titled, as needed to clearly outline the general plan of work. Discuss phasing of research and, if appropriate, include experimental design and possible or probable outcome of approaches proposed.

(3) Methods

Describe in detail the methodologies you will use for the project, indicating your level of experience with each, areas of anticipated difficulties, and any unusual expenses you anticipate.

(4) Schedule

Provide a schedule for completion of the work and delivery of items specified in the statement of work. Performance or delivery schedules shall be indicated for phases or segments, as applicable, as well as for the overall program. Schedules shall be shown in terms of calendar months from the date of authorization to proceed or, where applicable, from the date of a stated event, as for example, receipt of a required approval by the Contracting Officer. Unless the request for proposal indicates that the stipulated schedules are mandatory, they shall be treated as desired or recommended schedules. In this event, proposals based upon the offeror's best alternative schedule, involving no overtime, extra shift or other premium, will be accepted for consideration.

b) **Personnel**

Describe the experience and qualifications of personnel who will be assigned for direct work on this program. Information is required which will show the composition of the task or work group, its general qualifications, and recent experience with similar equipment or programs. Special mention shall be made of direct technical supervisors and key technical personnel, and the approximate percentage of the total time each will be available for this program.

OFFERORS SHOULD ASSURE THAT THE PRINCIPAL INVESTIGATOR, AND ALL OTHER PERSONNEL PROPOSED, SHALL NOT BE COMMITTED ON FEDERAL GRANTS AND CONTRACTS FOR MORE THAN A TOTAL OF 100% OF THEIR TIME. IF THE SITUATION ARISES WHERE IT IS DETERMINED THAT A PROPOSED EMPLOYEE IS COMMITTED FOR MORE THAN 100% OF HIS OR HER TIME, THE GOVERNMENT WILL REQUIRE ACTION ON THE PART OF THE OFFEROR TO CORRECT THE TIME COMMITMENT.

(1) Principal Investigator/Project Director

List the name of the Principal Investigator/Project Director responsible for overall implementation of the contract and key contact for technical aspects of the project. Even though there may be co-investigators, identify the Principal Investigator/Project Director who will be responsible for the overall implementation of any awarded contract. Discuss the qualifications, experience, and accomplishments of the Principal Investigator/Project Director. State the estimated time to be spent on the project, his/her proposed duties, and the areas or phases for which he/she will be responsible.

(2) Other Investigators

List all other investigators/professional personnel who will be participating in the project. Discuss the qualifications, experience, and accomplishments. State the estimated time each will spend on the project, proposed duties on the project, and the areas or phases for which each will be responsible.

(3) Additional Personnel

List names, titles, and proposed duties of additional personnel, if any, who will be required for full-time employment, or on a subcontract or consultant basis. The technical areas, character, and extent of subcontract or consultant activity will be indicated and the anticipated sources will be specified and qualified. For all proposed personnel who are not currently members of the offeror's staff, a letter of commitment or other evidence of availability is required. A resume does not meet this requirement. Commitment letters for use of consultants and other personnel to be hired must include:

- The specific items or expertise they will provide.
- Their availability to the project and the amount of time anticipated.
- Willingness to act as a consultant.
- How rights to publications and patents will be handled.

(4) Resumes

Resumes of all key personnel are required. Each must indicate educational background, recent experience, specific or technical accomplishments, and a listing of relevant publications.

(2) **Technical Evaluation**

Proposals will be technically evaluated in accordance with the factors, weights, and order of relative importance as described in the Technical Evaluation Criteria (SEE SECTION M).

(3) **Additional Technical Proposal Information**

a) Proposals which merely offer to conduct a program in accordance with the requirements of the Government's scope of work will not be eligible for award. The offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.

b) The technical evaluation is conducted in accordance with the weighted technical evaluation criteria by an initial review panel. This evaluation produces a numerical score (points) which is based upon the information contained in the offeror's proposal only.

(4) **Other Considerations**

Record and discuss specific factors not included elsewhere which support your proposal. Using specifically titled subparagraphs, items may include:

a) Any agreements and/or arrangements with subcontractor(s). Provide as much detail as necessary to explain how the statement of work will be accomplished within this working relationship.

b) Unique arrangements, equipment, etc., which none or very few organizations are likely to have which is advantageous for effective implementation of this project.

c) Equipment and unusual operating procedures established to protect personnel from hazards associated with this project.

d) Other factors you feel are important and support your proposed research.

e) Recommendations for changing reporting requirements if such changes would be more compatible with the offeror's proposed schedules.

BUSINESS PROPOSAL INSTRUCTIONS

(1) Basic Cost/Price Information

The business proposal must contain sufficient information to allow the Government to perform a basic analysis of the proposed cost or price of the work. This information shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchased parts, shipping, indirect costs and rate, fee, and profit.

(2) Cost and Pricing Data

1. **General Instructions**

A. You must provide the following information on the first page of your pricing proposal:

(1) Solicitation, contract, and/or modification number;
(2) Name and address of offeror;
(3) Name and telephone number of point of contact;
(4) Name of contract administration office (if available);
(5) Type of contract action (that is, new contract, change order, price revision/redetermination, letter contract, unpriced order, or other);
(6) Proposed cost; profit or fee; and total;
(7) Whether you will require the use of Government property in the performance of the contract, and, if so, what property;
(8) Whether your organization is subject to cost accounting standards; whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate; whether you have been notified that you are or may be in noncompliance with your Disclosure Statement or CAS, and, if yes, an explanation; whether any aspect of this proposal is inconsistent with your disclosed practices or applicable CAS, and, if so, an explanation; and whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, Cost Principles, and, if not, an explanation;
(9) The following statement: This proposal reflects our estimates and/or actual costs as of this date and conforms with the instructions in FAR 15.403-5(b)(1) and Table 15-2. By submitting this proposal, we grant the Contracting Officer and authorized representative(s) the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price;
(10) Date of submission; and
(11) Name, title and signature of authorized representative.

B. In submitting your proposal, you must include an index, appropriately referenced, of all the cost or pricing data and information accompanying or identified in the proposal. In addition, you must annotate any future additions and/or revisions, up to the date of agreement on price, or an earlier date agreed upon by the parties, on a supplemental index.

C. As part of the specific information required, you must submit, with your proposal, cost or pricing data (that is, data that are verifiable and factual and otherwise as defined at FAR 15.401). You must clearly identify on your cover sheet that cost or pricing data are included as part of the proposal. In addition, you must submit with your proposal any information reasonably required to explain your estimating process, including--

(1) The judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data; and
(2) The nature and amount of any contingencies included in the proposed price.

D. You must show the relationship between contract line item prices and the total contract price. You must attach cost-element breakdowns for each proposed line item, using the appropriate format prescribed in the

"Formats for Submission of Line Item Summaries" section of this table. You must furnish supporting breakdowns for each cost element, consistent with your cost accounting system.

E. When more than one contract line item is proposed, you must also provide summary total amounts covering all line items for each element of cost.

F. Whenever you have incurred costs for work performed before submission of a proposal, you must identify those costs in your cost/price proposal.

G. If you have reached an agreement with Government representatives on use of forward pricing rates/factors, identify the agreement, include a copy, and describe its nature.

H. As soon as practicable after final agreement on price or an earlier date agreed to by the parties, but before the award resulting from the proposal, you must, under the conditions stated in FAR 15.406-2, submit a Certificate of Current Cost or Pricing Data.

2. **Cost Elements**

Depending on your system, you must provide breakdowns for the following basic cost elements, as applicable:

A. **Materials and services**. Provide a consolidated priced summary of individual material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc.). Include raw materials, parts, components, assemblies, and services to be produced or performed by others. For all items proposed, identify the item and show the source, quantity, and price. Conduct price analyses of all subcontractor proposals. Conduct cost analyses for all subcontracts when cost or pricing data are submitted by the subcontractor. Include these analyses as part of your own cost or pricing data submissions for subcontracts expected to exceed the appropriate threshold in FAR 15.403-4. Submit the subcontractor cost or pricing data as part of your own cost or pricing data as required in paragraph 2.A.(2) of this table. These requirements also apply to all subcontractors if required to submit cost or pricing data.

(1) *Adequate Price Competition*. Provide data showing the degree of competition and the basis for establishing the source and reasonableness of price for those acquisitions (such as subcontracts, purchase orders, material order, etc.) exceeding, or expected to exceed, the appropriate threshold set forth at FAR 15.403-4 priced on the basis of adequate price competition. For interorganizational transfers priced at other than the cost of comparable competitive commercial work of the division, subsidiary, or affiliate of the contractor, explain the pricing method (see FAR 31.205-26(e)).

(2) *All Other*. Obtain cost or pricing data from prospective sources for those acquisitions (such as subcontracts, purchase orders, material order, etc.) exceeding the threshold set forth in FAR 15.403-4 and not otherwise exempt, in accordance with FAR 15.403-1(b) (i.e., adequate price competition, commercial items, prices set by law or regulation or waiver). Also provide data showing the basis for establishing source and reasonableness of price. In addition, provide a summary of your cost analysis and a copy of cost or pricing data submitted by the prospective source in support of each subcontract, or purchase order that is the lower of either $10,000,000 or more, or both more than the pertinent cost or pricing data threshold and more than 10 percent of the prime contractor's proposed price. The Contracting Officer may require you to submit cost or pricing data in support of proposals in lower amounts. Subcontractor cost or pricing data must be accurate, complete and current as of the date of final price agreement, or an earlier date agreed upon by the parties, given on the prime contractor's Certificate of Current Cost or Pricing Data. The prime contractor is responsible for updating a prospective subcontractor's data. For standard commercial items fabricated by the offeror that are generally stocked in inventory, provide a separate cost breakdown, if priced based on cost. For interorganizational transfers priced at cost, provide a separate breakdown of cost elements. Analyze the cost or pricing data and submit the results of your analysis of the prospective source's proposal. When submission of a prospective source's cost or pricing data is required as described in this paragraph, it must be included along with your own cost or pricing data submission, as part of your own cost or pricing data. You must also submit any other cost or pricing data obtained from a subcontractor, either actually or by specific identification, along with the results of any analysis performed on that data.

B. **Direct Labor**. Provide a time-phased (e.g., monthly, quarterly, etc.) breakdown of labor hours, rates, and cost by appropriate category, and furnish bases for estimates.

C. **Indirect Costs**. Indicate how you have computed and applied your indirect costs, including cost breakdowns. Show trends and budgetary data to provide a basis for evaluating the reasonableness of proposed rates. Indicate the rates used and provide an appropriate explanation.

D. **Other Costs**. List all other costs not otherwise included in the categories described above (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework, and Federal excise tax on finished articles) and provide bases for pricing.

E. **Royalties**. If royalties exceed $1,500, you must provide the following information on a separate page for each separate royalty or license fee:

(1) Name and address of licensor.
(2) Date of license agreement.
(3) Patent numbers.
(4) Patent application serial numbers, or other basis on which the royalty is payable.
(5) Brief description (including any part or model numbers of each contract item or component on which the royalty is payable).
(6) Percentage or dollar rate of royalty per unit.
(7) Unit price of contract item.
(8) Number of units.
(9) Total dollar amount of royalties.
(10) If specifically requested by the Contracting Officer, a copy of the current license agreement and identification of applicable claims of specific patents (see FAR 27.204 and 31.205-37).

F. **Facilities Capital Cost of Money**. When you elect to claim facilities capital cost of money as an allowable cost, you must submit Form CASB-CMF and show the calculation of the proposed amount (see FAR 31.205-10).

3. **Formats for Submission of Line Item Summaries**

The detailed breakdown shall be in the format as shown on the form **Breakdown of Proposed Estimated Cost (plus fee) and Labor Hours** (SECTION J, List of Attachments). For each separate cost estimate, the offeror must furnish a breakdown by cost element as indicated above. In addition, summary total amounts shall be furnished. In the event the RFP cites specific line items, by number, a cost breakdown for each line item must be furnished.

To assist in the preparation of future cost estimates, the Projected Consumer Price Index may be accessed at: http://amb.nci.nih.gov/cpi.htm

4. There is a clear distinction between submitting cost or pricing data and merely making available books, records, and other documents without identification. The requirement for submission of cost or pricing data is met when all accurate cost or pricing data reasonably available to the offeror have been submitted, either actually or by specific identification, to the Contracting Officer or an authorized representative. As later information comes into your possession, it should be submitted promptly to the Contracting Officer in a manner that clearly shows how the information relates to the offeror's price proposal. The requirement for submission of cost or pricing data continues up to the time of agreement on price, or an earlier date agreed upon between the parties if applicable.

5. By submitting your proposal, you grant the Contracting Officer or an authorized representative the right to examine records that formed the basis for the pricing proposal. That examination can take place at any time before award. It may include those books, records, documents, and other types of factual information (regardless of form or whether the information is specifically referenced or included in the proposal as the basis for pricing) that will permit an adequate evaluation of the proposed price.

(3) Requirements for Cost or Pricing Data or Information Other than Cost and Pricing Data [FAR Clause 52.215-20 (October 1997)]

(a) Exceptions from cost or pricing data.

(1) In lieu of submitting cost or pricing data, offerors may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) Commercial item exception. For a commercial item exception, the offeror shall submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include--

(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;

(B) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;

(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the offeror's determination of the prices to be offered in the catalog or marketplace.

(b) Requirements for cost or pricing data. If the offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The offeror shall prepare and submit cost or pricing data and supporting attachments in accordance with Table 15-2 of FAR 15.408.

(2) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

(End of provision)

(4) Qualifications of the Offeror

You are requested to submit a summary of your "General Experience, Organizational Experience Related to this RFP, Performance History and Pertinent Contracts."

a) **General Experience**

General experience is defined as general background, experience and qualifications of the offeror. A discussion of proposed facilities which can be devoted to the project may be appropriate.

b) **Organizational Experience Related to the RFP**

Organizational experience is defined as the accomplishment of work, either past or on-going, which is comparable or related to the effort required by this RFP. This includes overall offeror or corporate experience, **but not** the experience and/or past performance of individuals who are proposed as personnel involved with the Statement of Work in this RFP.

c) **Performance History**

Performance history is defined as meeting contract objectives within **delivery** and **cost schedules** on efforts, either past or on-going, which is comparable or related to the effort required by this RFP.

d) **Pertinent Contracts**

Pertinent contracts is defined as a listing of each related contract completed within the last three years or currently in process. The listing should include: 1) the contract number; 2) contracting agency; 3) contract dollar value; 4) dates contract began and ended (or ends); 5) description of contract work; 6) explanation of relevance of work to this RFP; 7) actual delivery and cost performance versus delivery and cost agreed to in the contract(s). For award fee contracts, separately state in dollars the base fee and award fee available and the award fee actually received. The same type of organizational experience and past performance data should be submitted.

e) **Pertinent Grants**

List grants supported by the Government that involved similar or related work to that called for in this RFP. Include the grant number, involved agency, names of the grant specialist and the Science Administrator, identification of the work, and when performed.

You are cautioned that omission or an inadequate or inaccurate response to this very important RFP requirement could have a negative effect on the overall selection process. Experience and past performance are factors which are relevant to the ability of the offerors to perform and are considered in the source selection process.

(5) Other Administrative Data

a) **Property**

(1) It is DHHS policy that Contractors will provide all equipment and facilities necessary for performance of contracts. Exception may be granted to furnish Government-owned property, or to authorize purchase with contract funds, only when approved by the Contracting Officer. If the offeror is proposing that the Government provide any equipment, other than that specified under Government Furnished Property in the RFP, the proposal must include comprehensive justification which includes:

(a) An explanation that the item is for a special use essential to the direct performance of the contract and the item will be used exclusively for the purpose. Office equipment such as desks, office machines, etc., will not be provided under a contract except under very exceptional circumstances.

(b) No practical or economical alternative exists (e.g., rental, capital investment) that can be used to perform the work.

(2) The offeror shall identify Government-owned property in its possession and/or Contractor titled property acquired from Federal funds, which it proposes to use in the performance of the prospective contract.

(3) The management and control of any Government property shall be in accordance with DHHS Publication (OS) 686 entitled, "Contractors Guide for Control of Government Property (1990)," a copy of which will be provided upon request.

b) **Submission of Electronic Funds Transfer Information with Offer, FAR Clause 52.232-38** (MAY 1999)

The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b)(1) and (j) of the clause at 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration.

(1) The solicitation number (or other procurement identification number).
(2) The offeror's name and remittance address, as stated in the offer.
(3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.
(4) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.
(5) The offeror's account number and the type of account (checking, savings, or lockbox).
(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the offeror's financial agent.
(7) If applicable, the offeror shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the offeror's financial agent is not directly on-line to the Fedwire and, therefore, not the receiver of the wire transfer payment.

c) **Financial Capacity**

The offeror shall indicate if it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source. If not, indicate the amount required and the anticipated source.

d) **Incremental Funding**

An incrementally funded cost-reimbursement contract is a contract in which the total work effort is to be performed over a multiple year period and funds are allotted, as they become available, to cover discernible phases or increments of performance. The incremental funding technique allows for contracts to be awarded for periods in excess of one year even though the total estimated amount of funds expected to be obligated for the contract are not available at the time of the contract award. If this requirement is specified elsewhere in this RFP, the offeror shall submit a cost proposal for each year. In addition, the following provisions are applicable:

HHSAR 352.232-75, Incremental Funding (January 2001)

(a) It is the Government's intention to negotiate and award a contract using the incremental funding concepts described in the clause entitled Limitation of Funds. Under the clause, which will be included in the resultant contract, initial funds will be obligated under the contract to cover the first year of performance. Additional funds are intended to be allotted to the contract by contract modification, up to and including the full estimated cost of the contract, to accomplish the entire project. While it is the Government's intention to progressively fund this contract over the entire period of performance up to and including the full estimated cost, the Government will not be obligated to reimburse the Contractor for costs incurred in excess of the periodic allotments, nor will the Contractor be obligated to perform in excess of the amount allotted.

(b) The Limitation of Funds clause to be included in the resultant contract shall supersede the Limitation of Cost clause found in the General Provisions.

(End of provision)

e) **Facilities Capital Cost of Money, FAR 52.215-16, (October 1997)**

(This is applicable if you are a commercial organization.)

(a) Facilities capital cost of money [(see FAR 15.408(h)] will be an allowable cost under the contemplated contract, if the criteria for allowability in subparagraph 31.205-10(a)(2) of the Federal Acquisition Regulation are met. One of the allowability criteria requires the prospective Contractor to propose facilities capital cost of money in its offer.

(b) If the prospective Contractor does not propose this cost, the resulting contract will include the clause Waiver of Facilities Capital Cost of Money.

If the offeror elects to claim this cost, the offeror shall specifically identify or propose it in the cost proposal for the contract by checking the appropriate box below.

[ ] The prospective Contractor has specifically identified or proposed facilities capital cost of money in its cost proposal and elects to claim this cost as an allowable cost under the contract. Submit Form CASB-CMF (see FAR 31.205-10).

[ ] The prospective Contractor has not specifically identified or proposed facilities capital cost of money in its proposal and elects not to claim it as an allowable cost under the contract.

(6) Subcontractors

If subcontractors are proposed, please include a commitment letter from the subcontractor detailing:

a) Willingness to perform as a subcontractor for specific duties (list duties).

b) What priority the work will be given and how it will relate to other work.

c) The amount of time and facilities available to this project.

d) Information on their cognizant field audit offices.

e) How rights to publications and patents are to be handled.

f) A complete cost proposal in the same format as the offeror's cost proposal.

Note: Organizations that plan to enter into a subcontract with an educational concern under a contract awarded under this RFP should refer to the following Web Site for a listing of clauses that are required to be incorporated in Research & Development (R&D) subcontracts with educational institutions:

http://ocm.od.nih.gov/contracts/rfps/FDP/PDPclausecover.htm

(7) Proposer's Annual Financial Report

A copy of the organization's most recent annual report must be submitted as part of the business proposal.

(8) Representations and Certifications

One copy of the Representations and Certifications attached as Section K shall be completed and be signed by an official authorized to bind your organization. Additionally, a completed copy of the Representations and Certifications shall be submitted from any proposed subcontractor.

(9) Travel Costs/Travel Policy

a) **Travel Policy**

One copy of the offeror's (and any proposed subcontractor's) written travel policy shall be included in the business proposal (original only). If an offeror (or any proposed subcontractor) does not have a written travel policy, the offeror shall so state.

(10) Certification of Visa's for Non-U.S. Citizens

Proposed personnel under research projects are not required to be citizens of the United States. However, if non-U.S. citizens are proposed under a contract to be performed in the United States and its territories, then the offeror must indicate in the proposal that these individuals have the required visas.

SECTION M - EVALUATION FACTORS FOR AWARD

1. **GENERAL**

The technical proposal will receive paramount consideration in the selection of the Contractor for this acquisition. All evaluation factors, other than cost or price, when combined are significantly more important than cost or price. However, cost/price may become a critical factor in source selection in the event that two or more Offerors are determined to be essentially equal following the evaluation of all factors other than cost/price. In any event, the Government reserves the right to make an award to the Offeror whose proposal provides the best overall value to the Government.

The evaluation will be based on the demonstrated capabilities of the prospective Contractors in relation to the needs of the project as set forth in the RFP. The merits of each proposal will be evaluated carefully. Each proposal must document the feasibility of successful implementation of the requirements of the RFP. Offerors must submit information sufficient to evaluate their proposals based on the detailed criteria listed below.

2. **EXTENT OF SMALL DISADVANTAGED BUSINESS PARTICIPATION**

SDB participation will not be scored, but the Government's conclusions about overall commitment and realism of the offeror's SDB Participation targets will be used in determining the relative merits of the offeror's proposal and in selecting the offeror whose proposal is considered to offer the best value to the Government.

The extent of the offeror's Small Disadvantaged Business Participation Targets will be evaluated before determination of the competitive range. Evaluation of SDB participation will be assessed based on consideration of the information presented in the offeror's proposal. The Government is seeking to determine whether the offeror has demonstrated a commitment to use SDB concerns for the work that it intends to perform.

Offers will be evaluated on the following sub-factors:

(a) Extent of commitment to use SDB concerns
(b) Complexity and variety of the work SDB concerns are to perform
(c) Extent of participation of SDB concerns in terms of the value of the total acquisition

3. **TECHNICAL EVALUATION CRITERIA** **TOTAL 100 POINTS**

The evaluation criteria are used by the technical evaluation committee when reviewing the technical proposals. The criteria below are listed in the order of relative importance with weights assigned for evaluation purposes.

CRITERIA **WEIGHT**

1. **TECHNICAL APPROACH:** **40 POINTS**

Availability and adequacy of the proposed approaches to determining pharmacokinetics and pharmacodynamics of small molecule candidate therapeutic agents in a murine model.

The Offeror shall provide documentation to show that appropriate and sensitive systems are available at the time of proposal. Availability is defined as the ability to begin testing for pharmacokinetics and pharmacodynamics immediately after the contract award.

a. Demonstration of a sound understanding of analytical methods and current ability to perform preclinical drug evaluations as required in Work Statement items 1-3.
b. Suitability of proposed assays to measure, with sufficient sensitivity the presence and/or concentration of candidate therapeutic agents, and/or their metabolites, in test fluids and tissue compartments of the mouse or other rodent species.

c. Evidence of a rational and proven approach to the collection, analysis, and modeling of pharmacokinetics and pharmacodynamics data as evidenced by examples of protocols and data presentations from similar, recent work.
d. Understanding of limitations and potential problems of the proposed assays and adequacy of suggested solutions as demonstrated by first-hand experience with diverse agents and animal models, especially mouse models.
e. Understanding of the special problems associated with tuberculosis drug development as compared with standard anti-infective drug development, and approaches to developing pharmacodynamic evaluations of (1) growing and dormant tubercle bacilli and (2) bacilli in extracellular and intracellular compartments.

2. **PERSONNEL: 25 POINTS**

The documented training, experience, and qualifications of the proposed personnel in working with antimicrobial pharmacokinetics and pharmacodynamics will be considered. Proposals will be judged on the basis of experience and current participation of personnel in programs similar to that described in the Work Statement. A detailed description of the administrative framework must be provided showing clear lines of authority (including an administrative flow chart), and how staff resources would be adjusted to accommodate fluctuations in workload requirements. A plan for maintaining quality control over the implementation and operation of the contract shall also be provided.

Principal Investigator (15 points)

The Principal Investigator shall have a Ph.D. or equivalent degree or level of experience in a relevant scientific discipline such as microbiology or infectious diseases. Points to consider include:

a. Availability and qualifications of a Principal Investigator (PI) with at least 5 years of experience in managing an interdisciplinary team in the conduct of pharmacokinetics and pharmacodynamic studies adequate for inclusion in Food and Drug Administration Investigational New Drug applications.
b. Suitability and adequacy of the PI's scientific accomplishments for leading this project as evidenced by a complete bibliography and Curriculum Vitae (including study reports, and published manuscripts related to the research disciplines of this RFP);
c. Documentation of ability to manage the proposed project in relation to other commitments.

Other Personnel/Staffing Plan (10 points)

Points to consider:

a. Suitability and adequacy of the training, experience, and qualifications of other personnel in analytical chemistry, pharmacokinetics, pharmacodynamics, microbiology, and laboratory animal care.
b. Adequacy of documentation of the extent that the proposed personnel have previously worked together as a research team.

3. **FACILITIES, RESOURCES, AND EQUIPMENT: 20 POINTS**

Offerors will be evaluated on availability and accessibility of suitable laboratory and animal housing space, sample storage space and environment, major equipment, and physical facilities required to conduct the proposed studies in a timely and efficient manner. Points to consider include:

a. Availability and accessibility of suitable laboratory space for the projected studies, including animal facilities and storage capabilities for compounds. Note: A detailed floor plan of the proposed facility that shows location of the equipment, resources, and animal facilities for this project must be provided.
b. Availability and adequacy of major equipment such as HPLC, GC, NMR, and MS instrumentation.
c. Adequacy and availability of computing software and equipment and library resources.
d. Adequacy of plans for maintaining confidentiality/data security and efficient data management.

4. **SUPPORT FOR PHARMACODYNAMIC STUDIES (Work Statements 4 and 5): 15 POINTS**

a. Extent and significance of accomplishments related to Work Statements 4 and 5.
b. Evidence of the organization's ability to provide appropriate personnel and resources.
c. Adequacy of the safety and security procedures to be used in conducting the proposed work.
d. Documented availability of appropriate Biosafety Level 3 facilities for Work Statement 5.

ATTACHMENT A

Screening Agreement for Submitting Products to the Division of Acquired Immunodeficiency Syndrome (AIDS), National Institute of Allergy and Infectious Diseases, hereafter referred to as the DIVISION,

by

_____ , hereafter referred to as the SUPPLIER.

1. The SUPPLIER may supply products, patented or unpatented, to the DIVISION which may proceed to screen and test for possible treatment for AIDS and associated opportunistic infections including tuberculosis. These products are to be used for screening and testing as anti-viral, anti-bacterial, anti-fungal, anti-parasitic, immunomodulating, and biological modifying agents with potential for the treatment of AIDS and associated infections, and for no other purpose.

Using protocols evaluated and approved mutually by the DIVISION and the SUPPLIER, the products will be screened by one or more of the DIVISION's contract testing laboratories, or in any other testing laboratories which may from time to time be added to the DIVISION's portfolio but in any event will not be placed in the laboratories of any company in the pharmaceutical or chemical industries without the SUPPLIER's written permission.

2. In order to facilitate records keeping and handling of confidential materials, the DIVISION utilizes the following procedures:

    a. The SUPPLIER shall forward to the DIVISION the products to be tested together with data sheets in duplicate for each product, giving pertinent available data as to chemical constitution, solubility, toxicity, previous biological efficacy and any precautions which need to be followed in handling, storing, and shipping.

    b. It is clearly understood that no data about the products and the results of the testing will be kept in files open to the public either by the DIVISION, the testing laboratories, or the data processing activities. Only those employees directly engaged in the operation of the DIVISION will have access to the files of information regarding source and nature of confidential materials and results of testing, except as required pursuant to the Freedom of Information Act, 5 U.S.C.552.

    c. Whenever possible the SUPPLIER will be given the choice of the DIVISION's contract testing laboratories, although at present there is no preference; and it is understood that the DIVISION reserves the right to send the SUPPLIER's products to another screening contractor if the need arises. It is furthermore understood that the contracts between the DIVISION and the testing laboratories will contain provisions to safe guard the SUPPLIER's rights under this Agreement.

    d. Because the DIVISION's screening effort will be accomplished in collaboration with the DIVISION's scientific staff and academic collaborators, as well as the SUPPLIER's own staff, the DIVISION will work in concert to assure rapid ongoing communications of screening data to the SUPPLIER, and the SUPPLIER will in turn use its best efforts to keep the DIVISION informed on the SUPPLIER's own ongoing concomitant studies.

3. Although the SUPPLIER recognizes that the interchange of information is generally desirable in the field of treatment for AIDS, it is mutually understood that the SUPPLIER, in voluntarily supplying appropriately marked information deemed proprietary, including product and information regarding this product hereunder, is entitled to protection for any such technical information it may furnish.

    a. It is understood and agreed to, subject to applicable law, that the SUPPLIER shall retain all rights to those compounds or products in which the SUPPLIER has a proprietary interest. The SUPPLIER understands that contractors have the right to elect to retain title to inventions made under NIAID-supported contracts [37 CFR 401.14(b)]. The SUPPLIER deserves the right to reach an agreement with these contractors concerning the disposition of these intellectual property rights. The DIVISION agrees to notify the SUPPLIER of the names of the contractors prior to submitting compounds or products to them. Subject notwithstanding, to the provision that, with respect only to those drugs which have been determined by means of the various screening and testing processes to

possess such significant activity (strong potential to be scheduled for clinical trial by the DIVISION, using mutually approved protocols), the Government shall have a royalty-free, irrevocable, nonexclusive license for clinical trials under any patent which the SUPPLIER may have or obtain on such compound or product or on a process for use of such compound or product, to manufacture and/or use by or for the Government the invention(s) claimed by the patent(s) only for medical research purposes related to or connected with the treatment of AIDS and associated infections including tuberculosis.

b. The DIVISION agrees that the publication of biological data on products provided by the SUPPLIER is worthwhile and shall be encouraged. Specifically:

   (1) With regard to screening results on compounds in which the SUPPLIER has a proprietary interest, and that the DIVISION deems significant for the research on therapies for AIDS and associated infections including tuberculosis, the SUPPLIER agrees that the DIVISION may publish or otherwise publicly disclose such results after a period of 6 months from the date of final reporting of screening and testing results to the SUPPLIER in order for patent applications to be filed. The DIVISION will consult with the SUPPLIER prior to publication within this period on screening and testing results.

   (2) For all other compounds, the SUPPLIER will consult with the DIVISION prior to publishing screening data along with the available biological and physical data; such consent shall not be unreasonably withheld.

   (3) In no case will the DIVISION publish information identifying the SUPPLIER as the source of the compound without written approval.

c. As soon as tests are completed and reported to the DIVISION, the SUPPLIER will receive from the DIVISION a full report including all screening data. The products scheduled for clinical trial, referred to herein, shall be designated by the DIVISION, and the aforementioned report will specify the compounds so selected. The DIVISION shall be consulted whenever the SUPPLIER desires to include screening data in a publication, and appropriate credit shall be given to the U.S. Public Health Service.

The DIVISION is confident that this agreement will lay the basis for mutually satisfactory cooperation in the field and in the treatment of AIDS and associated diseases.

In agreeing to the above, the SUPPLIER signs below, as well as the attached duplicate of this agreement, and returns both to the DIVISION for countersignature. One original will be returned for the SUPPLIER's files.

_____	_____
Director, Division of AIDS NIAID, NIH	Name (Signature)
_____	_____
Date	Title
_____	
Organization	
_____	
_____	
Address	
_____	
Date	